



REGULAR CITY COUNCIL MEETING

6:30 PM – COUNCIL CHAMBERS – CITY HALL

SEPTEMBER 9, 2015

AGENDA

ALL CITIZENS DESIRING TO ADDRESS THE PORT ORANGE CITY COUNCIL DURING CITIZEN PARTICIPATION SHOULD COMPLETE A SPECIAL APPLICATION FORM WHICH IS LOCATED ON THE STANDS OUTSIDE THE COUNCIL CHAMBERS. AFTER COMPLETING THE FORM, PRESENT IT TO THE CITY CLERK.

A. OPENING

1. Pledge of Allegiance
2. Invocation - Pastor Glen Freshour of Edgewater House of Prayer
3. Roll Call

B. PUBLIC HEARING

4. Appeal of Planning Commission denial of a variance for a 2-foot side setback for a garage apartment at 5216 Riverside Drive
5. Second Reading - Ordinance No. 2015-28 - Enacting Section 2-276 Suspension and debarment
6. Discussion of Proposed Budget and Millage Rate FY15-16
7. Resolution No. 15-53 – Adopting the Tentative Millage Rate for FY15-16
8. Resolution No. 15-54 – Adopting the Tentative Operating Budget for FY15-16
9. Resolution No. 15-55 – Adopting the Tentative Capital Budget for FY15-16
10. Resolution No. 15-56 – Adopting the Tentative Millage Rate for FY15-16 for Town Center CRA Tax Increment District
11. Resolution No. 15-57 – Adopting the Tentative Operating Budget for FY15-16 for Town Center CRA Tax Increment District
12. Resolution No. 15-58 – Adopting the Tentative Millage Rate for FY15-16 for Eastport CRA Tax Increment District
13. Resolution No. 15-59 – Adopting the Operating Budget for FY15-16 for Eastport CRA Tax Increment District

C. TOWN CENTER CRA MEETING

D. EASTPORT CRA MEETING

E. AGENDA APPROVAL

F. BOARD APPOINTMENTS, INTERVIEWS, REPORTS

14. Police Pension Board Appointments

15. Environmental Advisory Board Update

16. Report from Kemper Sports Management regarding Cypress Head Golf Course

G. SPECIAL AWARDS, REPORTS, RECOGNITION AND PROCLAMATIONS

H. CITIZEN PARTICIPATION (Agenda)

17. Julie Shaw, CEO - Disability Solutions for Independent Living

18. Stephen Gaddis/Request to Reduce Development Review Fee to Actual Costs

I. CITIZEN PARTICIPATION (Non-Agenda – 15 minutes)

J. COUNCIL COMMENTS

19. Comments/Concerns from Council Members

K. CONSENT AGENDA

20. Approval of Minutes

a. August 11, 2015 - Special City Council Meeting

b. August 18, 2015 - Regular City Council Meeting

21. Resolution No. 15-20 - Update to Standard Construction Details for Dunlawton Avenue Walklights M-14, M-15, M-16, and M-17

22. Resolution No. 15-50 - Revised Easement Vacation (Wawa at 1031 Dunlawton Ave.)

23. Resolution No. 15-51 - Ratifying and Accepting \$74,659 for Victims of Crime Act (VOCA) Grant

24. Stormwater Maintenance Progress

25. Approval of Settlement - Jackie Robinson vs. Volusia County School Board, other individuals and the City of Port Orange

26. Approval of Settlement - Patricia Settle vs. Pamla H. Arnold and City of Port Orange

27. Authorization to Extend and Encumber \$118,000.00 for FY16 with Flair Air Conditioning Inc. for HVAC, Refrigeration, and Ice Machine Services

28. Authorization to Extend and Encumber \$25,600.00 for FY16 with D.G. Meyer Inc. for HVAC, Refrigeration and Ice Machine Services

- 29. Authorization to Extend and Encumber \$117,000.00 for FY16 with Economy Electric Company
- 30. Southeast Regional Marine Patrol Interlocal Agreement
- 31. Interlocal Agreement with State Attorney's Office
- 32. Bid Awards and Contract Items
 - a. Award of RFP #15-27 for insurance for property, general/professional liability, auto, and workers' compensation coverage
 - b. Renewal of Wright Flood Insurance Company policy for the period from September 14, 2015 to September 13, 2016.
 - c. Approval of Contract for Services with Hach Company for Annual Maintenance of Hach monitoring equipment.
 - d. Contract with Sunstate Meter & Supply for Purchase of Water Meters
 - e. Change Order No. 1 to the Contract for Services with Xylem Water Solutions U.S.A
 - f. Contract with Port Orange/South Daytona Chamber of Commerce

L. REGULAR AGENDA

- 33. Interlocal Agreement with Volusia County for Traffic Signal Maintenance and Other Services
- 34. City Center Market
- 35. Monthly Financial Report - July 2015
- 36. Time and Attendance and Scheduling Software (RFP #15-05)
- 37. Cypress Head Golf Course
 - a. Cypress Head Restaurant Renovations
 - b. Lease agreement with Cypress Greens LLC.
 - c. Addendum 2 to Kemper Sports Contract
 - d. Change Order #1 with Hall Construction
 - e. Surcharge, Annual Passes, 20-Year Forecast

M. COMMENTS

- 38. City Attorney Comments
- 39. City Manager Comments

N. COUNCIL COMMITTEE REPORTS

- 40. City Council Committee Reports
 - a. General Employee's Pension Board
 - b. Police Pension Board

- c. Fire Pension Board
- d. River to Sea TPO Board
- e. YMCA

O. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Appeal of Planning Commission denial of a variance for a 2-foot side setback for a garage apartment at 5216 Riverside Drive

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to uphold the Planning Commission's decision to deny the variance request.

SUMMARY: At the July Planning Commission Meeting, the Planning Commission denied the applicant's request to reduce the side building setback for a garage apartment from 5 feet to 2 feet.

According to LDC Chapter 19, Section 1(f), the Council's decision to reverse or uphold the Planning Commission's decision shall be based on the facts of the case presented during the July Planning Commission meeting, the review criteria established for variance requests, and the Commission's decision on the requested variance. **No new evidence may be presented, heard, or discussed.** Any new information must be presented as part of a new variance request. Please see the attached appeal request letter from the applicant, minutes from the Planning Commission Meeting, staff report, and the additional information provided by the applicant to the Planning Commission on July 20.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

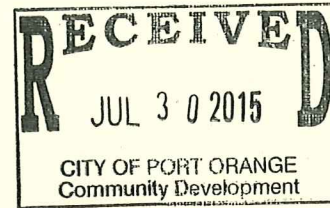
1.	Applicant's Appeal Letter	Applicant's Appeal Letter.pdf
2.	DRAFT PC Minutes - 7-23-15	DRAFT PC Minutes - 7-23-15.pdf
3.	July PC Staff Report	July PC Staff Report.pdf
4.	Info Provided by Applicant to PC on July 20	Info Provided by Applicant to PC on July 20.pdf

Schmotzer, Melanie
Clark, Wayne
Roberts, Margaret
Harden, David
Johansson, M. Jake

Created/Initiated - 08/25/2015
Approved - 08/25/2015
Approved - 08/31/2015
Approved - 09/01/2015
Final Approval - 09/01/2015

JAMES S. MORRIS
ATTORNEY AND COUNSELOR AT LAW

July 29, 2015



Mr. Wayne Clark
Community Development Director
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

**Re: Variance Case No. 15-90000002/ 5216 Riverside Drive
Variance Request**

Dear Wayne:

Pursuant to Chapter 19, Section 1(f)(2) of the City's Land Development Code, please accept this letter as a written request on behalf of the property owners', Chris Kroha and Annette Kroha, to appeal the decision rendered by the Port Orange Planning Commission on July 23, 2015, regarding Variance Case No. 15-90000002/5216 Riverside Drive to the City Council. The required One Hundred (\$100.00) Dollar processing fee is included with this request.

Please advise if anything further is needed to effectuate the request for appeal to the City Council.

Best regards,

JAMES S. MORRIS, P.A.

A handwritten signature in blue ink, appearing to read "James S. Morris", written over a large, loopy blue circular mark.

James S. Morris

JSM/kw

Cc:

Tim Burman, Planning Manager
clients

PLANNING COMMISSION MEETING MINUTES
CITY OF PORT ORANGE
1000 CITY CENTER CIRCLE
COUNCIL CHAMBERS
JULY 23, 2015

THE REGULAR MEETING OF THE PLANNING COMMISSION of the City of Port Orange was called to order by Chairman Frank Crooks at 5:00 p.m.

Pledge of Allegiance

Silent Prayer

ROLL CALL: Present: Chairman Frank Crooks
Commissioner Michael Arminio
Commissioner John Junco
Commissioner Sonya Laney
Commissioner Richard Barker
Commissioner Thomas Jordan
Commissioner Lance Green

Also Present: Matthew Jones, Assistant City Attorney
Tim Burman, Planner
Kenny Ho, Community Development Engineer
Theresa Gutierrez, Deputy City Clerk

CONSIDERATION OF MINUTES

Motion made by Commissioner Arminio, seconded by Commissioner Junco, to approve the minutes of June 25, 2015. Motion carried 7 – 0 upon roll call vote.

5. Case No. 15-90000002
VARIANCE/5216 Riverside Drive

A request for a variance from Chapter 18, Section 4(b)(5.5) of the Land Development Code (LDC) to allow a 2-foot rear building setback in lieu of the required 5-foot side building setback required by the LDC. If the variance is approved, the property owners are proposing to construct a garage apartment.

Staff Contact: Tim Burman 386-506-5675/tburman@port-orange.org

Commissioner Barker said that he met with the homeowner and the contractor.

Chairman Crooks, Commissioner Barker, and Commissioner Arminio all said they had went to the property beforehand.

Tim Burman, Planner, said this is a request for a variance from the Land Development Code (LDC) to reduce the side building setback from 5 feet to 2 feet. The property owner purchased the property back in 2014 with intent to restore the existing home and eventually construct a new garage behind the house with an apartment. According to the applicant, the major reason for the variance request is due to the location of the existing driveway and the house. The applicant is seeking to have the garage in line with the existing driveway to help maneuver into the garage. Based on the findings of the report, Staff recommends denial of the variance request from Chapter 18, Section 4(b)(5.5) LDC to allow a 2-foot side-building setback in lieu of the 5-foot setback required by the LDC.

Commissioner Jordan asked if the building proposed can be built on the property with the 5-foot setback. Mr. Burman said yes. Additional trees may need to be removed for the building to be constructed.

Commissioner Laney asked what the financial ramifications and/or obligations that the property owner would have to do if the 5-foot setback was approved with the trees being removed. She asked if there are any mitigation obligations needing to be met. Mr. Burman said there are a significant amount of trees. The property owner would be required to pull a tree permit and remove the trees on their own.

Commissioner Green expressed concern for the natural flow of water. He asked if there was a change of grade permit ever pulled on the property. Mr. Burman said yes. There was a recent change of grade permit pulled for the back part of the property.

James S. Morris, P.A., applicant, introduced himself to the Commissioners. Discussion was held regarding the natural flow of water. Mr. Morris said Staff advised that they would need to angle the driveway so the drainage will go to the east. Mr. Morris said they were able to move the driveway over far enough from the property lines to meet requirements of the setbacks from the property line. Mr. Morris is requesting the variance for the garage to be able to have cars go in on the western and eastern side so the traffic flows through. According to the applicant, the setback has no harm to the impact of the property.

Commissioner Green asked if the lot is unified. Mr. Morris said yes. The red outline on the map that was provided in the agenda packet indicates the unified lot.

Commissioner Junco asked about the asphalt driveway. He wants to know if it is the same layout that exists or if it was altered. Mr. Morris said it has not changed. Commissioner Junco does not believe the driveway is centered with the building.

Richard Clay, Architect, introduced himself to the Commissioners. He said the existing driveway will satisfy the needs of the new garage. They have aligned the opening to accommodate the present driveway. Mr. Clay said there will be no problems.

Commissioner Barker asked about the existing slab and if it can be built on the slab as it stands now. Mr. Morris said yes. Commissioner Barker believes the whole structure needs to be moved over. He does not find a hardship with this variance request.

Motion made by Commissioner Arminio, seconded by Commissioner Jordan, to approve case no. 15-90000002.

Commissioner Green does not see the structure 2 feet off the property. He does not see any restraints that keep the building moving 2 or 3 feet because the lot is 600 feet long. He does not believe this is fair to the neighbor with the building being 2 feet off the property line. He questioned the maintenance portion of the building.

Commissioner Laney said she does not have a problem with the variance request.

Commissioner Barker does not believe this is a hardship case.

Commissioner Jordan cannot find anything to justify approving the variance request.

Commissioner Arminio agreed with Commissioner Jordan.

Bill Armstrong, citizen, said the trees are valuable trees. He does not want to see the two (2) oak trees taken down.

Motion failed 2 – 5 upon roll call vote with Chairman Crooks, Commissioner Barker, Commissioner Green, Commissioner Junco, and Commissioner Jordan voting no.

C. OTHER BUSINESS

6. Development Activity Report

No discussion was held regarding the Development Activity Report.

7. Commissioner Comments

Discussion was held regarding the size of the new Goodwill sign.

Commissioner Jordan asked when the Ridgewood paving will be complete. Kenny Ho, Community Development Engineer, introduced himself to the Commissioners. Mr. Ho said the paving should be completed in September.

8. Staff Comments

There were none.

D. PUBLIC COMMENTS

There were none.

E. ADJOURNMENT: 6:16 p.m.

Chairman Frank Crooks



STAFF REPORT
VARIANCE FROM CHAPTER 18, SECTION 4(b)(5.5), LDC
CASE NO. 15-90000002

REQUEST: Variance from the Land Development Code (LDC) to reduce the side building setback from 5 feet to 2 feet.

LOCATION: 5216 Riverside Drive

OWNERS: Christopher & Annette Kroha

APPLICANT: James S. Morris, P.A.

STAFF RECOMMENDATION: Denial

STAFF CONTACT: Tim Burman, Planning Manager 386-506-5675

PLANNING COMMISSION DATE: July 23, 2015

PROPERTY OVERVIEW:

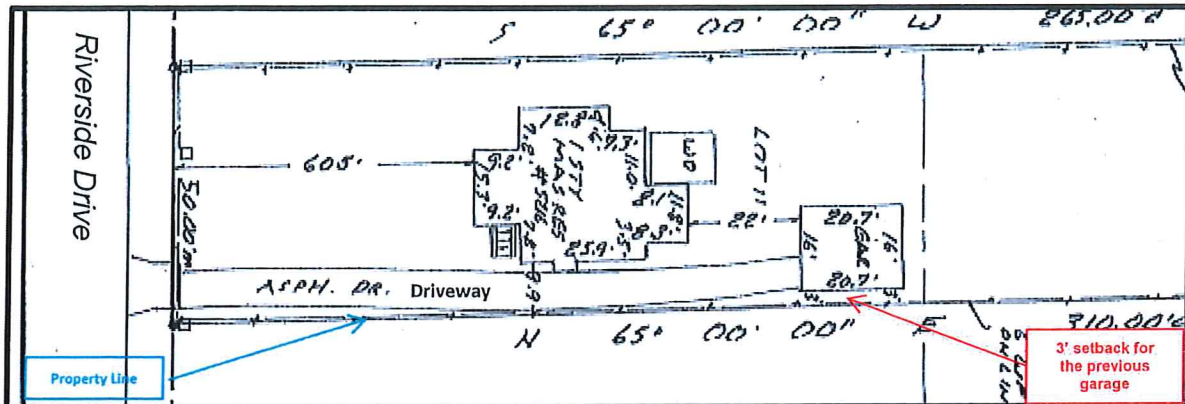
The subject property is located along Riverside Drive between Kirby Place and Clark Place (see Location Map). The property is 310 feet in length and has 50 feet of road frontage on Riverside Drive and 15 feet on Clark Place.



Location Map – 5216 Riverside Drive

DISCUSSION:

The applicant is requesting the variance to reduce the side-building setback from 5 feet to 2 feet to allow for the construction of a detached garage apartment behind an existing home. If approved, the variance would allow the garage apartment to encroach 3 feet into the required 5-foot side-building setback. According to the property owners' survey, the previous detached garage that was demolished in March 2015 had a 3-foot setback for 57 years. The variance request is to allow for the new garage apartment to have a 2-foot side-building setback.



March 2015 survey of the current house and previous garage.

The property owners purchased the property in 2014 with the intent of restoring the existing home built in 1925 to its original condition and building a new 16-foot X 50-foot garage with an apartment on the second floor. According to the applicant, the proposed garage apartment will be designed to match the architectural style of the existing home and replace the previous 16-foot X 20.7-foot garage that was demolished in March 2015.

According to the applicant, the property owners intend to expand the concrete pad of the previous garage and build a new garage apartment in the same general location. The proposed garage apartment will be accessed from driveways off Riverside Drive and Clark Place (Exhibit "A").

The subject property is zoned Neighborhood Preservation (NP) and garage apartments are permitted in this zoning district in addition to a single-family home but must comply with the following special development requirements:

1. The living area shall be a minimum of 480 square feet and a maximum of 800 square feet.
2. The proposed architectural treatment shall be consistent with the principal residential structure on the property.
3. The garage apartment structure shall meet the same side and rear yard-building setbacks as the principal residential structure on the property. *For the NP zoning district the building side setback is 5 feet and the building rear setback is 25 feet.*
4. Access to the street shall be provided by a stabilized driveway with a minimum width of ten feet.

Based on the building permit submitted by the property owners' contractor for the proposed garage apartment, a variance to reduce the side-building setback from 5 feet to 2-foot is necessary [LDC, Chapter 18, Section 4(b)(5.5)(3)].

According to the applicant; if the garage apartment is set back 5 feet from the north property line, the Riverside Drive driveway will not align with garage door opening and limit the homeowners' ability to drive a vehicle into the garage. The applicant further states that the proximity of the existing home to the driveway restricts vehicular maneuverability into the garage.



Existing driveway approaching existing slab.

REVIEW OF VARIANCE CRITERIA:

Chapter 19, Section 1, LDC, lists the review criteria that are used to determine whether a variance request should be granted. These criteria, accompanied by staff's analysis, are as follows:

- a) *Special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district.*

This criterion typically refers to conditions such as steep slope of land, presence of a historic tree, odd lot shape, etc. that might make building within the setbacks

impractical. Although the lot has a unique "L" shape, there is sufficient room on the property to construct the garage to meet the side-building setback requirement and align the driveway to allow sufficient room to maneuver a vehicle past the existing house. This would require the garage apartment to be located further back from the rear of the existing house.

The applicant believes the narrow lot (50-feet) along with the proximity of the existing home and driveway restricts vehicular maneuverability into a garage located anywhere in the rear yard and this is a special condition that exists for this property. The property owners are also concerned that pushing the garage toward the rear property line may impact two trees that they want to remain. Based on the current layout of the garage, the trees are about 20 feet from the edge of the proposed garage.



Trees in rear-yard the property owners prefer to remain.

- b) *The special conditions and circumstances are not a result of actions of the applicant.*

According to the applicant, the location of the home and driveway were established when the home was constructed in 1925. The current property owner purchased the property in August 2014. The applicant is concerned that the proximity of the driveway to the home restricts access to the rear yard and garage and believes this is a special condition and circumstance that is not a result of the property owners' actions.

- c) *Literal interpretation and enforcement of the development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the development code, and would work unnecessary and undue hardship on the applicant.*

When a new structure is constructed, it must comply with current development requirements of the Land Development Code (LDC.) The intent of the required building setback requirement is to minimize the impact on adjoining properties, ensure adequate separation between structures for air movement and light, and provide room on the subject property for maintenance and necessary repairs to the structure.

Although not their preference, the property owners could shift the proposed garage toward the center of the property to meet the setback requirement and relocate the proposed garage further back from the house to provide more room for a vehicle to maneuver around the corner of the house and enter the garage.

According to the applicant, the variance is necessary for the proposed garage to be aligned with the existing Riverside Drive driveway. The applicant states the placement of the garage 2 feet from the property line provides the necessary space for a vehicle to maneuver around the corner of the house and enter the proposed garage. The property owners' are concerned that shifting the garage apartment to the south 3 feet will not provide the necessary room to maneuver a vehicle around the corner of the house and enter the proposed garage

The applicant also stated the 5-foot side-building setback would require the proposed garage to be shifted toward the center of the property and the property owners consider this a hardship. The property owners also want to retain as much of the rear yard as open space and their preference is to maintain the side setback of the previous garage. When designing the new garage, the property owners' maintained the original width of the previous garage to use as much of the existing slab as possible and minimize the loss of usable rear yard.

- d) *The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building, or structure.*

The garage apartment could be built to comply with the setback requirements of the LDC; however, this would require changes to the proposed location of the garage in the rear yard.

Although not their preference, the property owners could shift the proposed garage toward the center of the property to meet the setback requirement and relocate the proposed garage further back from the house to provide more room for a vehicle to maneuver around the corner of the house and enter the garage. However, this may require the removal of two trees in the rear of the property that the property owners prefer to remain.

The applicant stated the 2-foot setback is necessary to make reasonable use of the land. If the garage is setback 5-foot from the north property line, the property owners are concerned that they might not be able to maneuver their vehicle into the garage.

- e) *Granting the variance requested will not confer on the applicant any special privilege that is denied by the development code to other lands, buildings, or structures in the same zoning district.*

The applicant believes the visual impact to the adjacent (north) residential property created by the reduced setback will be minimal because there is a two-story existing garage on the adjacent property and existing trees and vegetation. The applicant also stated that granting the variance would not be a special privilege because for the past 57 years there had been a garage 3 feet from the northern property.



Slab of previous garage



View looking north at adjacent property (5202 Riverside Drive)



View along north property line and structure on adjacent lot (5202 Riverside Drive)

- f) *The granting of the variance will be in harmony with the general intent and purpose of this code, and will not be injurious to the surrounding properties or detrimental to the public welfare.*

Building setback requirements are intended to provide adequate separation between buildings in order to minimize the visual appearance of the structure from adjacent properties, ensure adequate separation between structures for air movement and light, and to provide room on the subject property for maintenance and necessary repairs to the structure.

The applicant states the garage apartment will not have a visual impact on the adjacent property and the new garage will have the same setback as the previous garage that had been on the site for 57 years.

According to the LDC, the purpose and intent of the Neighborhood Preservation (NP) zoning district is to preserve the character, housing mix and density of existing older mixed-use neighborhoods by providing for compatible infill development and redevelopment.

Based on the age of the homes and accessory structures along with the nonstandard lot configurations in the NP zoning district, there are possibly similar structures with setbacks less than 5 feet in the area. However, as in this case, if these structures are demolished and rebuilt, they must to comply with the requirements of the LDC, unless a variance is granted.

- g) *The variance represents a reasonable disposition of a claim brought under the Bert J. Harris Private Property Rights Protection Act, chapter 95-181, Laws of Florida, that a development order of the city has unreasonably burdened the applicant's property, based upon the recommendations of the special master appointed in accordance with the act, or the order of a court as described in the act.*

The variance requested is not based on a claim brought under the Bert J. Harris Private Property Rights Protection Act.

RECOMMENDATION:

Based on the findings of this report, Staff recommends denial of the variance request from Chapter 18, Section 4(b)(5.5) LDC to allow a 2-foot side-building setback in lieu of the 5-foot side-building setback required by the LDC.

ATTACHMENT:

Exhibit A – Letter of request from applicant.

JAMES S. MORRIS
ATTORNEY AND COUNSELOR AT LAW

June 18, 2015

Mr. Tim Burman
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

**Re: 5216 Riverside Drive
Variance Request**

Dear Tim:

The applicants, Christopher Kroha and Annette Kroha, are the owners of the subject property. The subject property is an "L" shaped parcel with frontage and access from Riverside Drive and Clark Place (see attached site plan).

The Riverside frontage of the property is a fifty (50') foot wide (north/south) and 310 feet deep (east/west). The existing home is a vintage structure utilizing cut coquina block construction similar to other homes in this vicinity. The home was built in 1925 with non-period correct additions of frame construction added later to the western (back) side of the home. Those additions will be removed to restore the home to its original character.

The proposed caretaker quarters that is the subject of the variance is to be located in part on the foundation of a sixteen (16') foot wide garage which was setback two (2') feet from the north property line. Due to a hardship which is described below, the property owner seeks to obtain a variance for the caretaker quarters which in part will be built on and extend from the former garage foundation and maintain a two (2') foot setback rather than shift the planned construction three (3') feet further south to create the required five (5') feet side setback.

The variance criteria of the LDC are addressed as follows:

- a. **Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district.**

The home on the subject property was built in 1925. It utilizes cut coquina construction for which Works Progress Administration (WPA) is well known. Photos of the home are attached. It is possible (although it's a tight squeeze) to drive west on the Riverside driveway located on the north side of the home to reach the front (east end) of the proposed caretaker quarters and drive a car into

JAMES S. MORRIS, P.A. ♦ P.O. BOX 291687 ♦ PORT ORANGE, FL 32129
750 OAK HEIGHTS COURT, UNIT 304 ♦ PORT ORANGE, FL 32127
386-310-8784 ♦ 386-310-8783 FAX ♦ JIM@JAMESMORRISPA.COM

the building from its east. Shifting the caretaker quarters south would severely limit or stop the ability of the homeowner to drive a car into the east end of caretaker quarters.

- b. **The special conditions and circumstances are not the result of actions of the applicant.**

It does not. The geometry of the home location and the lot were established long ago. The homeowner recently purchased the property with the intent of restoring the home to its former quality and continuing the existing pattern of land use on the site.

- c. **Literal interpretation and enforcement of the development code regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the development code, and would work unnecessary and undue hardship on the applicant.**

It would. The property was purchased and developed to allow access from both Riverside Drive and Clark Place. The garage built at the property was laid out to allow it to be accessed from Riverside and from Clark Place. The property should be able to continue the original access pattern in the same fashion as the Riverside houses south of the subject property. Allowing the pattern to continue also minimizes disturbance to the area.

- d. **The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure.**

It is. The distance of adjustment or variance is only three (3') feet.

- e. **Granting the variance request will not confer on the applicant any special privilege that is denied by the development code to other lands, buildings or structures in the same zoning district.**

It will not. The variance is negligible. The two homes immediately south of the subject property utilize a dual access pattern with the ability to reach on-site structures from Clark Place or Riverside Drive. The proposed caretakers structure will have approximately the same height and mass as the structure located immediately north of the subject.

- f. **The granting of the variance will be in harmony with the general intent and purpose of this code, and will not be injurious to the surrounding properties or detrimental to the public welfare.**

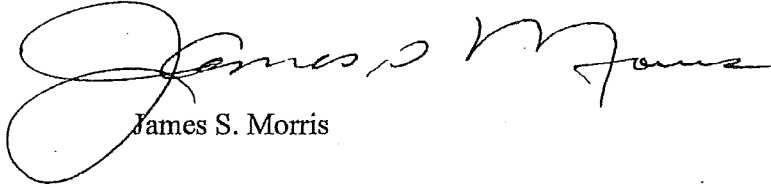
It will be in harmony with the intent of the Code for the reasons expressed above.

- g. **The variance represents a reasonable disposition of a claim brought under the Bert J. Harris Private Property Rights Protection Act, Chapter 95-181, Laws of Florida, that a development order of the city has unreasonably burdened the applicant's property, based upon the recommendations of the special mater appointed in accordance with the act, or the order of a court as described in the act.**

Not applicable.

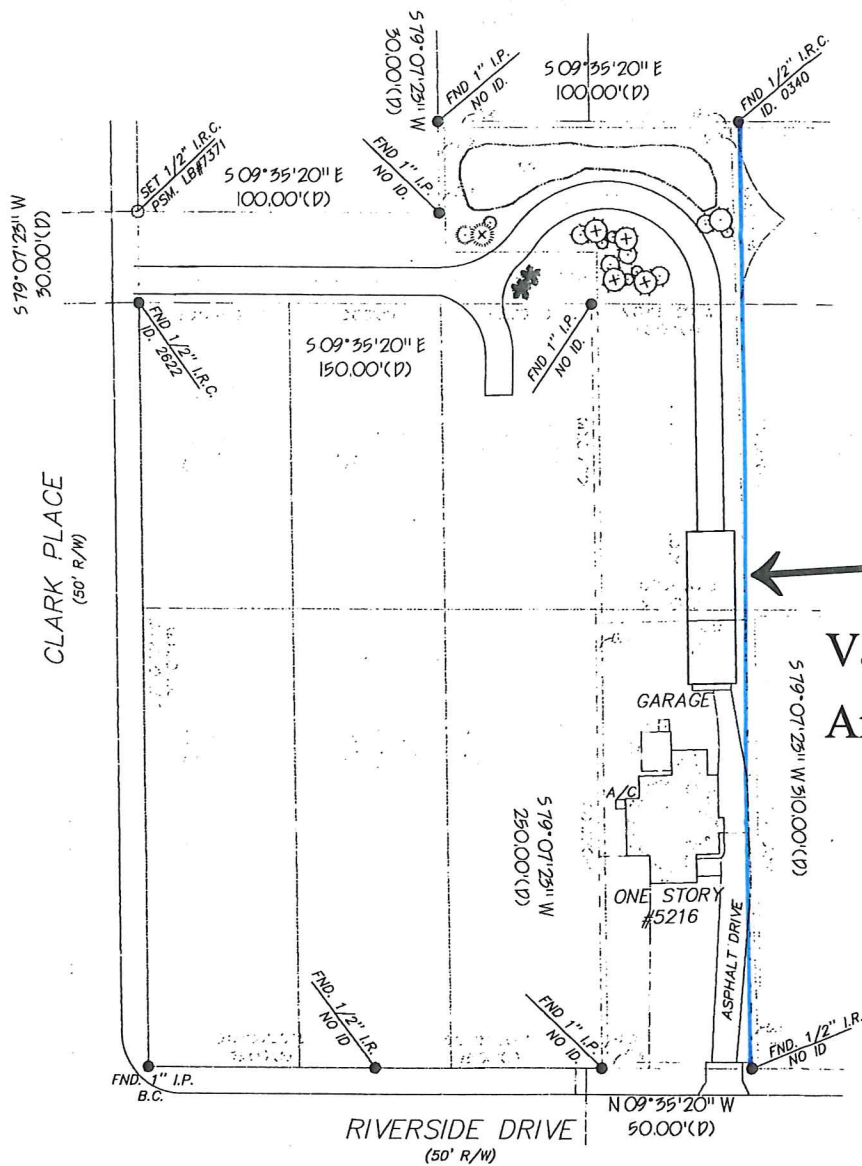
Best regards,

JAMES S. MORRIS, P.A.

A handwritten signature in cursive script, appearing to read "James S. Morris".

James S. Morris

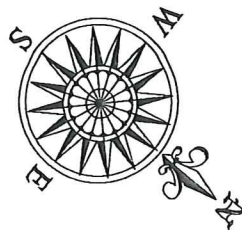
JSM/kw



Variance Request Area

SITE PLAN
SCALE: 1/8" = 1'-0"

PLAN EXAMINER:
THIS IS A COMPUTER SURVEY, WITH INFO TAKEN FROM ORIGINAL SURVEY, PERFORMED BY LONG SURVEYING COMPANY, AND IS NOT A FIELD SURVEY. IT IS NOT A FIELD SURVEY, IF THERE ARE HIGHWAYS / EROSION, PLEASE THE ARCHITECT.



DATE: 22 JUNE 2018
PROJECT: 5216 Riverside Drive / Port Orange, 32127
SHEET: 1

REVISIONS:
1. 22 JUNE 2018: INITIAL SURVEY
2. 22 JUNE 2018: FINAL SURVEY

Renovations to the RESIDENCE of:
Mr. & Mrs. Christopher Kroha
5216 Riverside Drive / Port Orange, 32127

Professional Certification
THE DESIGN OF THIS PROJECT HAS BEEN REVIEWED FOR COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE FLORIDA BOARD OF ARCHITECTURE. THE ARCHITECT HAS REVIEWED THE PROJECT FOR COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE FLORIDA BOARD OF ARCHITECTURE. THE ARCHITECT HAS REVIEWED THE PROJECT FOR COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE FLORIDA BOARD OF ARCHITECTURE.

RICHARD CLAY ARCHITECT, LLC
POST OFFICE BOX 729 • LECANTO, FL 34460
www.ArchitectCentralFlorida.com
rcg27@earthlink.net
A.A. 83002818 T. 882.798.4188



ING,

AM

+6.36'
+6.3'

5. Flood Design Data

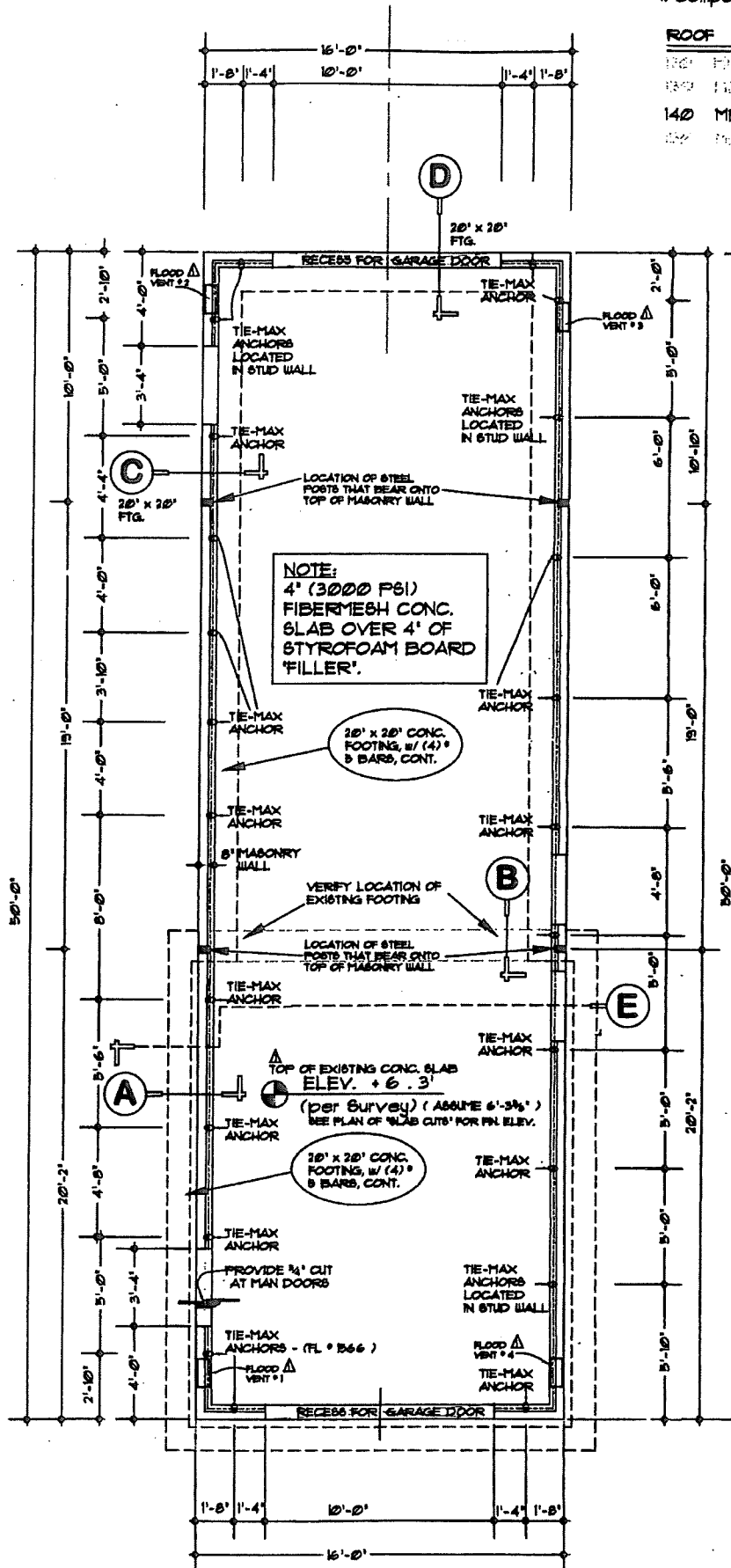
(N/A)

6. Design load-Bearing Soil value :
• Soil Classification: SW

7. Components and Cladding

ROOF				WIND
130	MPH	+34.9	+28.8	+18
130	MPH	+34.9	+34.2	+20
140	MPH	+33.9	+39.4	+24
150	MPH	+32.9	+44.2	+28

A



↑
← Variance Request Area
↓

FOUNDATION PLAN

JAMES S. MORRIS

ATTORNEY AND COUNSELOR AT LAW

July 20, 2015

Frank Crooks, Chairman and
Members of the Port Orange Planning Commission
c/o Mr. Tim Burman
City of Port Orange
1000 City Center Circle
Port Orange, Florida 32129

Re: Variance Request- Kroha; Case No. 15-90000002

Dear Chairman Crooks and Commission Members,

Please accept this letter as a brief response to Tim Burman's July 17, 2015 staff report regarding the above referenced variance request. I would like to emphasize a couple of points in regard to the request and provide a letter of "No Objection" (Exhibit 1) from the property adjoining the north property line. The northern owner is the only property affected by the requested variance.

Also, I should point out that my clients had also requested a driveway setback variance along the western line of the property adjacent to the home located at 226 Clark Place. My clients worked with staff and their neighbor to their south on Riverside Drive, William (Bill) Armstrong (5202 Riverside Drive), to realign their driveway so that no variance for the driveway along the west line is needed and code requirements for the driveway are met. Since the effort to eliminate the driveway variance on the west line was successful, the objection from the owners at 226 Clark Place is no longer relevant. The setback request on the north line of 5216 Riverside Drive is still on the Board's agenda.

In regard to the variance, to maintain the placement of the garage in its historic position (with additional space added), it's important to note:

1. The pictures at Exhibit 2, applicant photo and pages 3 and 4 of the staff report (copies attached) show the existing home built in 1925. The home is approximately ten (10') feet off the north (notated survey attached at Exhibit 3) line BUT a carved coquina chimney that is part of the original 1925 home projects northward approximately two (2') feet out of the north wall leaving a narrow driveway along the north line. Exhibit 3 – Survey. The garage is accessible from Riverside Drive and Clark Place. The proposed garage placement allows a car coming from Riverside Drive (via a driveway that passes between the chimney and the subject north property line) to pass the north side of the home and enter

JAMES S. MORRIS, P.A. ♦ P.O. BOX 291687 ♦ PORT ORANGE, FL 32129
386-310-8784 ♦ 386-310-8783 FAX ♦ JJM@JAMESMORRISPA.COM

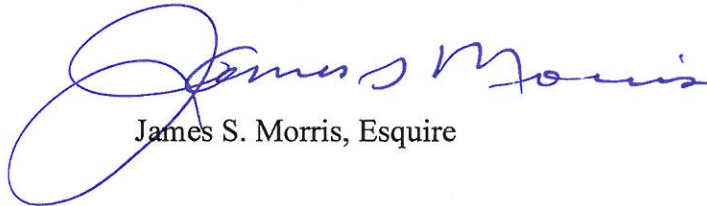
the garage behind the home. Setting the garage five (5') feet off the property line would move the garage entry south and create an alignment problem for a driver entering the east end of the garage from the narrow Riverside Drive driveway.

2. Moving the garage over to the five (5') feet setback line and moving the garage further west to adjust the alignment entering the garage from the east will impact two (2) very large (30" + diameter- see staff photos on page 4) oak trees that will significantly impact the subject site and adjacent property to the north.
3. Shifting the garage south and/or west impacts the Armstrong property at 5202 Riverside Drive adjacent to the south of the subject property.
4. The variance is partly attributable to a "push out" window that affects only a small section of the north property line. The client has agreed to modify the roof overhang to reduce the requested variance possible to minimize deviation from the LDC requirements. See attached illustrations. Exhibit 4 - Elevation drawing.

It is my position that the above noted conditions create the necessary hardship to support the requested variance. Thank you for your consideration.

Respectfully submitted,

JAMES S. MORRIS, P.A.



James S. Morris, Esquire

JSM/kf
Cc: client

July, 2015

City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Re: Kroha Variance Request regarding Structure and Setback

The undersigned is the owner of Tax Parcel No.: 6310-07-09-0030, located at 5202 Riverside Drive, immediately north of the parcel affected by the above referenced variance request. We have reviewed the illustration (copy attached) of the proposed structure and driveway. Please accept this correspondence as a statement of "no objection" to the variances requested by the applicant, Kroha.

Sincerely,



7/17/15

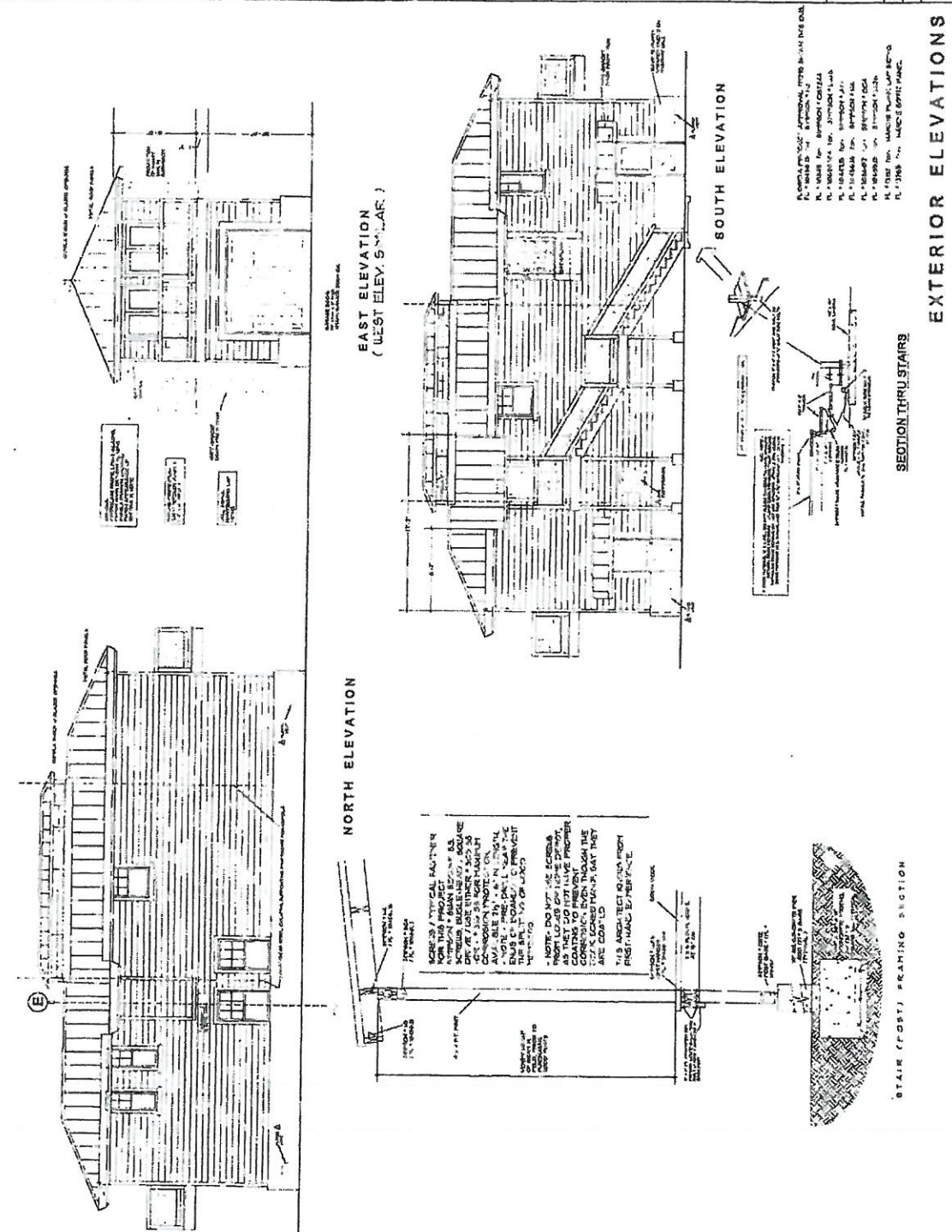




Exhibit 2

Based on the building permit submitted by the property owners' contractor for the proposed garage apartment, a variance to reduce the side-building setback from 5 feet to 2-foot is necessary [LDC, Chapter 18, Section 4(b)(5.5)(3)].

According to the applicant; if the garage apartment is set back 5 feet from the north property line, the Riverside Drive driveway will not align with garage door opening and limit the homeowners' ability to drive a vehicle into the garage. The applicant further states that the proximity of the existing home to the driveway restricts vehicular maneuverability into the garage.



Existing driveway approaching existing slab.

REVIEW OF VARIANCE CRITERIA:

Chapter 19, Section 1, LDC, lists the review criteria that are used to determine whether a variance request should be granted. These criteria, accompanied by staff's analysis, are as follows:

- a) *Special conditions and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district.*

This criterion typically refers to conditions such as steep slope of land, presence of a historic tree, odd lot shape, etc. that might make building within the setbacks

impractical. Although the lot has a unique "L" shape, there is sufficient room on the property to construct the garage to meet the side-building setback requirement and align the driveway to allow sufficient room to maneuver a vehicle past the existing house. This would require the garage apartment to be located further back from the rear of the existing house.

The applicant believes the narrow lot (50-feet) along with the proximity of the existing home and driveway restricts vehicular maneuverability into a garage located anywhere in the rear yard and this is a special condition that exists for this property. The property owners are also concerned that pushing the garage toward the rear property line may impact two trees that they want to remain. Based on the current layout of the garage, the trees are about 20 feet from the edge of the proposed garage.



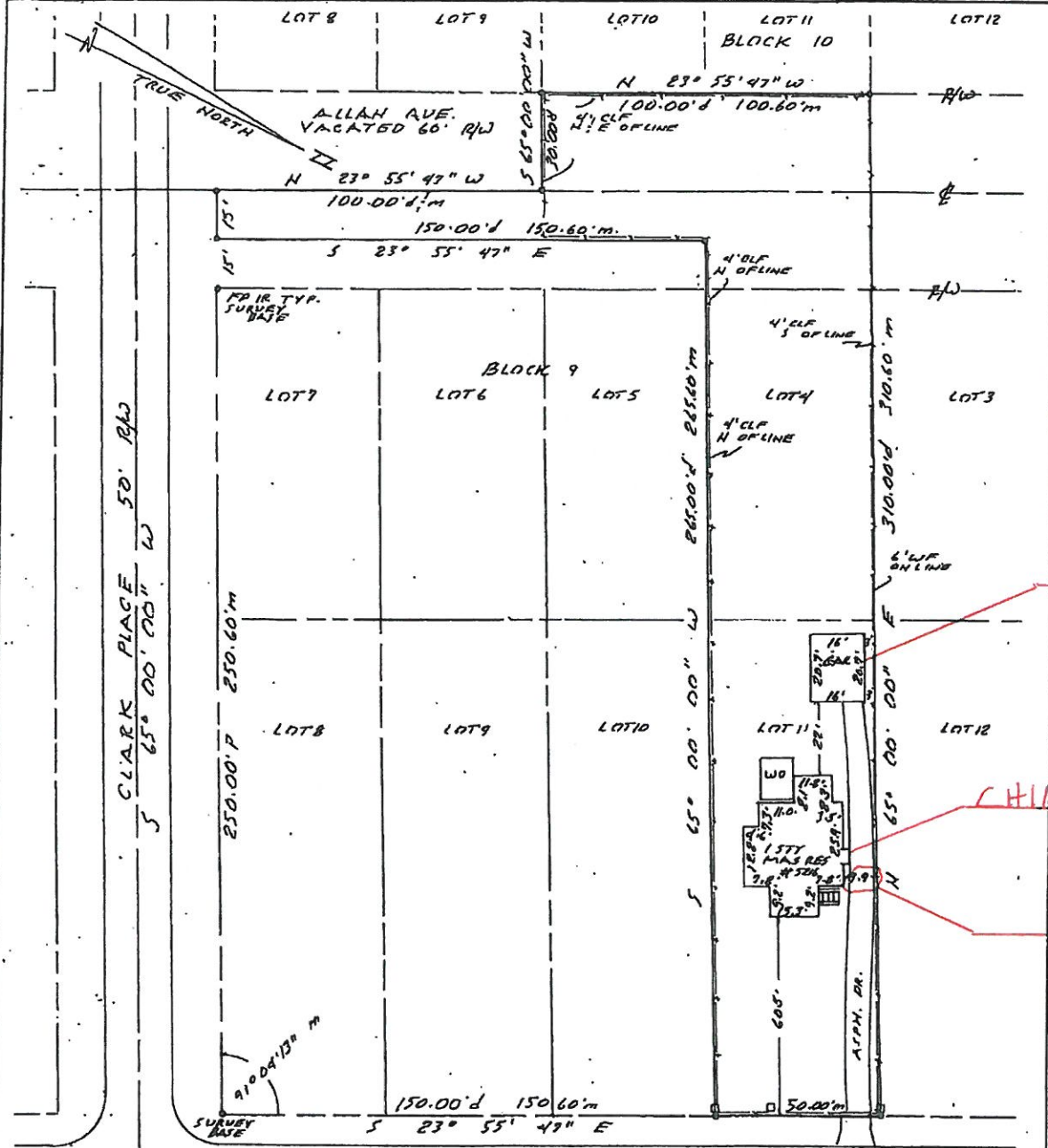
Trees in rear-yard the property owners prefer to remain.

- b) *The special conditions and circumstances are not a result of actions of the applicant.*

According to the applicant, the location of the home and driveway were established when the home was constructed in 1925. The current property owner purchased the property in August 2014. The applicant is concerned that the proximity of the driveway to the home restricts access to the rear yard and garage and believes this is a special condition and circumstance that is not a result of the property owners' actions.

HALIFAX LAND SURVEYING

#425 BUCHANAN WAY, SO. DAYTONA, FLORIDA 32119
PHONE: 386-767-5089 / FAX: 386-760-6445



#5216 RIVERSIDE DR. PORT ORANGE, FL. 32127

SURVEYOR'S NOTES

1. LEGAL DESCRIPTION PROVIDED BY CLIENT.
2. BEARING STRUCTURE IS ASSUMED UNLESS OTHERWISE STATED.
3. NOTICE: THERE MAY BE ADDITIONAL RESTRICTIONS AND/OR OTHER MATTERS THAT ARE NOT SHOWN ON THIS PLAT OF SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

4. DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
5. ELEVATIONS IF SHOWN REFER TO NGVD 1929 DATUM.
6. NO UNDERGROUND INSTALLATIONS OR IMPROVEMENTS LOCATED EXCEPT AS SHOWN.
7. THIS PROPERTY IS LOCATED IN FLOOD ZONE: "AE &" FROM 12227C6338 "H" 122315 2-19-14

LEGEND:

AC AIR CONDITIONER	CM CONCRETE MONUMENT	FH FIRE HYDRANT	MHE MANHOLE ELECTRIC	POR POINT OF REFERENCE	SP SCREENED PORCH	WM WATER METER
CB CATCH BASIN	CONC CONCRETE	FPT FL. POWER TRANSFORMER	NTS NOT TO SCALE	PP POWER POLE	SWY SIDEWALK	WV WATER VALVE
CL CENTER LINE	CP CONCRETE PAD	IP IRON PIPE	OHP OVERHEAD POWER	R RADIAL LINE	TEL TELEPHONE	
CLF4 CHAIN LINK FENCE 4FT.	D DEED	IR IRON ROD	P PLAT	RAY RIGHT OF WAY	TV TELEVISION	
CLF6 CHAIN LINK FENCE 6FT.	PD FOUND	M MEASURED DISTANCE	PGB POINT OF BEGINNING	SM SANITATION MANHOLE	WFS WOODEN FENCE 6 FT.	

CERTIFIED TO: (1) OWNER'S: CHRISTOPHER & ANETTE KROHA

TYPE OF SURVEY DATE REMARKS

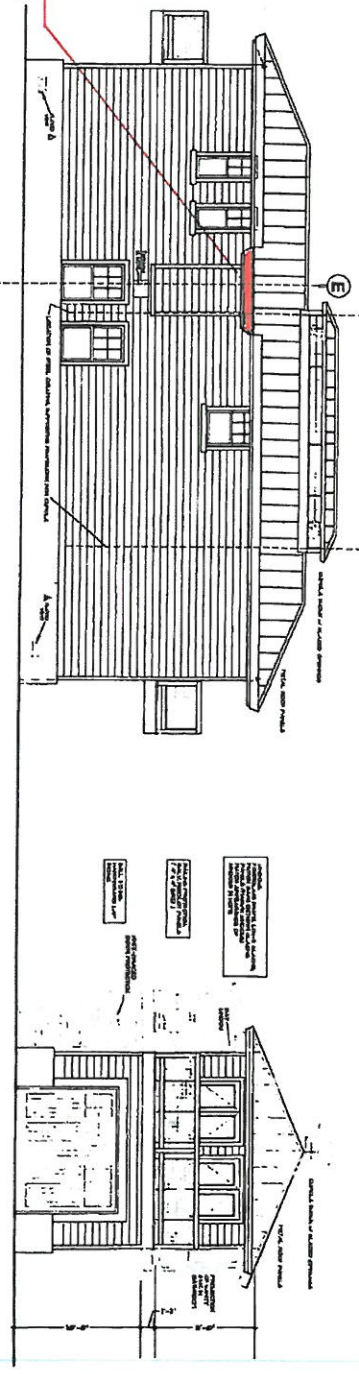
BOUNDARY 3-03-15

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A LICENSED FLORIDA SURVEYOR.

JOB NO. 15066 SCALE 1"=30' DRAWN BY CR CREW CR COUNTY CODE 121 SHEET NO. 2062

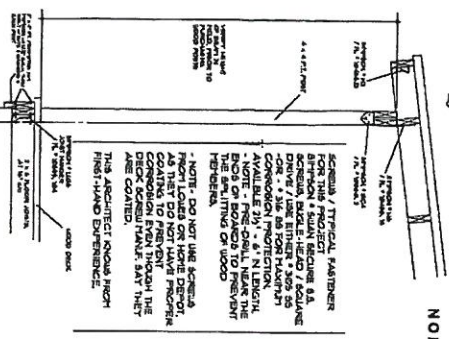
[Signature]
CLYDE H. RODGERS, PSM #3290

DELETED
OVERHANG

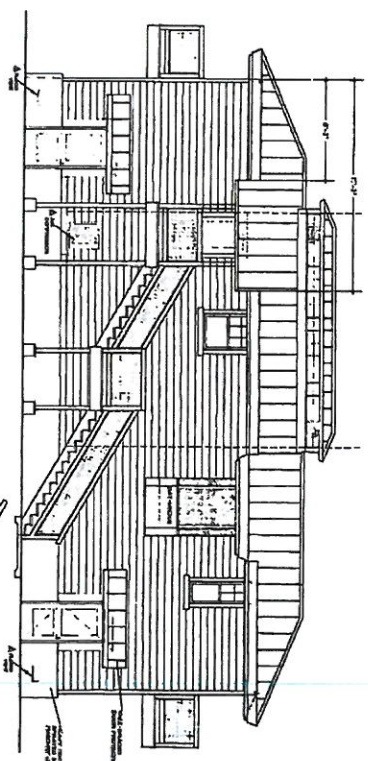


NORTH ELEVATION

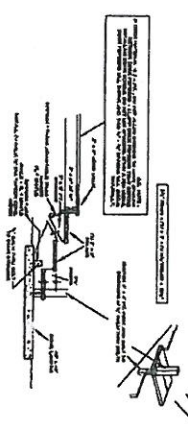
EAST ELEVATION
(WEST ELEV. SIMILAR)



STAIR (POST) FRAMING SECTION



SOUTH ELEVATION



SECTION THRU STAIRS

EXTERIOR ELEVATIONS

DATE: 05 MAY 2015 PROJECT: 1515 SHEET: 1515-1	Renovations to the RESIDENCE of: Mr. & Mrs. Christopher Kroha 5216 Riverside Drive / Port Orange, 32127	Professional Certification The undersigned hereby certifies that the drawings and specifications herein were prepared by him or under his direct supervision and that he is a duly Licensed Professional Engineer in the State of Florida.	RICHARD CLAY ARCHITECT, LLC PORT ORANGE, FL 32127 www.ArchitectCentralFlorida.com 2774141@gmail.com A.A. 55605815 T. 382.796.4188
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CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Second Reading - Ordinance No. 2015-28 - Enacting Section 2-276
Suspension and debarment

DEPARTMENT: Finance

RECOMMENDED MOTION:

Move to approve on second reading Ordinance No. 2015-28 enacting a new City Code Section 2-276, Suspension and debarment.

SUMMARY: At the City council workshop on June 30, 2015, a discussion was held on purchasing processes, specifically spend authority. Additionally, two new ordinances were presented to council dealing with Bid protests, and Suspension and Debarment of vendors. This agenda request is for the approval on first reading of Ordinance 2015-28, adding a new Section 2-276 -- Suspension and Debarment, to the City of Port Orange Code of Ordinances.

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Ordinance No. 2015-28 - Suspension and Debarment	Ord. No. 2015-28 Suspension and Debarment.pdf
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Fenwick, Robin

Created/Initiated - 08/24/2015

ORDINANCE NO. 2015-28

AN ORDINANCE OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 2,
ARTICLE VI, DIVISION 2 TO ESTABLISH SECTION 2-276
REGARDING CONTRACTOR SUSPENSION AND
DEBARMENT PROCEDURES AND CRITERION;
PROVIDING FOR REPEAL OF CONFLICTING
ORDINANCES; PROVIDING FOR CODIFICATION;
PROVIDING FOR SEVERABILITY; AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, the City of Port Orange regularly contracts with private parties to carry out its usual daily operations; and

WHEREAS, the city council finds it necessary to secure the best bargain for the goods, services, labor and materials it needs; and

WHEREAS, the city council strives to solicit bids and proposals from and award contracts only to responsible and qualified firms or persons; and

WHEREAS, the city council, in exercising due care and its fiduciary responsibility to the citizens of the City of Port Orange, recognizes the need to suspend or debar certain contractors from time-to-time; and

WHEREAS, for purposes of this ordinance words with underlined (underlined) type shall constitute additions to the original text and words with strikethrough (~~strikethrough~~) type shall constitute deletions from the original text.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

SECTION 1: The City Council of the City of Port Orange hereby amends Chapter 2, Article VI, Division 2 of the Code of Ordinances to establish a new Section 2-276 to read as follows:

Chapter 2 – ADMINISTRATION

ARTICLE VI. - FINANCE

DIVISION 2. – PURCHASE AND SALE PROCEDURE

Sec. 2-276. – Suspension and Debarment.

(a) Authority to debar or suspend. In accordance with the provisions of this section, the city manager, after consultation with the city attorney's office, shall have the authority to debar an actual or prospective contractor for cause from

consideration for award of contracts. The debarment shall be for a period of not more than five (5) years from the date of the final determination of debarment unless the contractor has been previously debarred by the city in which case any subsequent debarment shall be permanent. Upon initiation of debarment proceedings, the city manager, after consultation with the city attorney's office, shall also have the authority to suspend an actual or prospective contractor from consideration for award of contracts pending the final debarment determination. The suspension shall be for a period of one (1) year or until a final determination with respect to debarment is made, whichever is earlier.

(b) *Causes for debarment.* The causes for debarment shall include, but are not limited to, the following:

- (1) Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract.
- (2) Conviction under state or federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property or any other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects its responsibility as a contractor.
- (3) Conviction or civil judgment finding under state or federal antitrust statutes arising out of the submission of bids or proposals.
- (4) Determination by a court, hearing officer, administrative official, or any local, state, or federal governmental entity or agency that the contractor has violated the provisions of any local, state, or federal laws or regulations.
- (5) Commission of any fraud or misrepresentation in connection with a bid, quotation, proposal, solicitation, or contract with the City or other public entity, whether or not leading to a conviction.
- (6) Failure to fully comply with the conditions, specifications or terms of a bid, quotation, proposal or contract with the City or any other person or public entity, including, but not limited to the following:
 - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in a bid/contract;
 - b. Abandonment of a contract;
 - c. Failure to pay a contractor, sub-contractor, or material provider as required by Florida Statutes;
 - d. Repudiation of a bid/contract by failure to provide bonds, insurance, or other required certificates within a reasonable time period;
 - e. Refusal to accept an addendum, agreement or contract, or to perform thereon provided such addendum, agreement or contract

- was issued timely and in conformance with the bid or solicitation received; or
- f. Overall performance of a contract which has been evaluated as "poor" or "unsatisfactory".
- (7) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more bids/contracts with the city or any other person or public entity; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
- (8) Presence of principals or corporate officers in the business or concern, who were principals or corporate officers within another business at the time when the other business was suspended or debarred under the provisions of this section or by another public entity.
- (9) Violation of any ethical standards set forth in local, state or federal law.
- (10) Any other cause or material factor which adversely affects the responsibility of a person or entity as a city contractor, including but not limited to suspension or debarment by another governmental entity for any of the causes listed in this section.
- (c) *Permanent Debarment.* In the event that a contractor has previously been debarred by the city for a period of five (5) years or less pursuant to this section, and cause exists for a subsequent debarment of the contractor pursuant to subsection (b) above, said debarment shall be permanent.
- (d) *Notice of intent to debar.* Upon a preliminary determination by the city manager that cause exists for debarment, a contractor or prospective contractor shall be sent a written notice of intent to debar. Such notice shall state:
- (1) The reasons for the proposed debarment;
- (2) The proposed length of the debarment;
- (3) That the preliminary finding of cause and proposed debarment action shall become final, if a request for review is not timely filed in accordance with the provisions of subsection (d) below;
- (4) Whether the person has been suspended pending finality of the debarment determination; and
- (5) That suspended and/or debarred persons may not be considered for award or receive new contracts during the period of suspension and/or debarment.
- (d) *Request for review.* A contractor or prospective contractor that has received a notice of intent to debar may request that the proposed debarment action be reviewed and reconsidered. Such request shall be received by the city manager in writing within ten (10) calendar days of issuance of the notice of the intent to debar. Such request for review and reconsideration shall state the basis for

review and reconsideration, and shall include such documents, evidence, and other information as the requesting party deems necessary to support its position. If no request for review and reconsideration is received within the time period allowed, the determination of the city manager that cause exists for debarment and the proposed length of the debarment shall become final and all rights to request review or appeal shall be deemed waived.

- (e) Review. Upon timely filing of a written request for review, the city manager shall review and reconsider the preliminary determination of cause for debarment, with or without a meeting or hearing with the party requesting review, at the option of the city manager. The city manager may request information from, and speak individually or collectively to, any people or entities having information relevant to the debarment determination. The city manager shall render a written decision on the request for review and reconsideration, which shall include the city manager's final debarment decision and action taken, if any, within thirty (30) calendar days following receipt of the request.
- (f) Appeal of the city manager's decision. The decision of the city manager may be appealed by the contractor proposed for debarment to the city council by submission to the city clerk of a written request for hearing within seven (7) calendar days from the date of the city manager's written decision. When an appeal is scheduled for oral presentation before city council, the appellant and city manager shall each be given ten (10) minutes to present the appeal and response. In its discretion, city council may extend the time allotted for argument and/or allow other interested persons to speak.
- (g) Finality of decision. The decision of city council shall be final and shall conclusively represent the position of the city.
- (h) Debarred and suspended persons list. The purchasing manager shall maintain a list of suspended and debarred persons. Persons which have been suspended or debarred shall be precluded from responding to solicitations or receiving awards of contracts from the city, and shall be excluded from conducting business with the city as agents, representatives, partners or associates of other contractors, subcontractors, affiliates or individual sureties, during the period of their suspension or debarment. Any bid or other response received from such a party during the period of their suspension or debarment shall be disregarded and not evaluated for potential award.

SECTION 2: CONFLICTING ORDINANCES.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 3: CODIFICATION

The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Port Orange and the Sections of this Ordinance may be renumbered or re-lettered to accomplish such intention. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

SECTION 4: SEVERABILITY.

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5: EFFECTIVE DATE.

This Ordinance shall take effect immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed on first reading on the _____ day of _____

Passed and adopted on second and final reading on the _____ day of _____

Reviewed and Approved: _____
Assistant City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Discussion of Proposed Budget and Millage Rate FY15-16

DEPARTMENT: City Attorney

RECOMMENDED MOTION:

SUMMARY: A guideline for consideration of the millage and tentative budgets is attached.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Guideline for Adoption of Tentative Millage/Budget	Guideline for Adoption of Tentative Millage-Budget.pdf
2.	Changes from Preliminary to Tentative Budget	FY16 Tentative Budget Summary for 9-9-15 CC Mtg - Updated with Comments.pdf
3.	New Position Justifications	New Position Justifications.pdf
4.	Mowing Personnel Reassignment	Mowing Personnel Reassignment.pdf
5.	Drainage Survey Priorities	Drainage Survey and Inventory.pdf
6.	Drainage Basin Map	City of Port Orange Drainage Basin Map.pdf
7.	Stormwater Assessment Rate Study	Stormwater Assessment Rate Study.pdf

Fenwick, Robin
Harden, David
Johansson, M. Jake

Created/Initiated - 09/03/2015
Approved - 09/04/2015
Final Approval - 09/04/2015

**Public Hearing for Adoption of Tentative Millage/Budget
September 9, 2015**

Agenda Item 6.

Announce the following:

"The public hearing is now convened to discuss the millage rate and budget. We will begin with the City of Port Orange City Council discussion of the tentative millage necessary to fund the tentative budget for the City of Port Orange, the Community Redevelopment Agency for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center. The tentative millage rate to be levied is 4.3920 mills per \$1,000.00 of valuation and is a 3% increase in ad valorem tax revenues above the rolled-back rate. The rolled-back rate is 4.2641 mills per \$1,000.00 of valuation."

Ask for Council discussion.

Announce the following:

"The Council will now hear comments regarding the proposed tentative millage. The general public shall be allowed to address the council, to make comments and to ask questions."

Ask for public comments.

Announce that Council will now review the tentative budget and discuss revisions, if any.

Ask council if any comments or revisions

If no revisions, then go to Agenda Item 7.

If revisions, changing the tentative budget from that presented in agenda package, then agree to revise the tentative budget. (do not vote to adopt and no formal motion - just consensus of Council to direct the manager to recompute the tentative millage, and mark up the Resolution adopting the tentative millage rate, accordingly.)

Agenda Item 7.

Read Resolution No. 15-53 for City Millage.

Move to approve Resolution No. 15-53 adopting the City of Port Orange FY 2015-2016 tentative millage rate of 4.3920 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Announce the following:

"The adopted tentative millage rate of 4.3920 mills per \$1,000.00 of valuation is a 3% increase in ad valorem tax revenues above the rolled-back rate."

Agenda Item 8.

Read Resolution No. 15-54 for City Operating.

Motion to Approve Resolution No. 15-54 adopting the City of Port Orange FY2015-2016 tentative operating budget. (Public Comment) (Roll call vote)

Agenda Item 9.

Read Resolution No. 15-55 for City Capital.

Motion to Approve Resolution No. 15-55 adopting the City of Port Orange FY 2015-2016 tentative capital budget. (Public Comment) (Roll call vote)

Agenda Item 10.

Read Resolution No. 15-56 for Town Center Millage.

Motion to Approve Resolution No. 15-56 adopting the Community Redevelopment Agency for Port Orange Town Center FY 2015-2016 tentative millage rate of 4.3920 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Agenda Item 11.

Read Resolution No. 15-57 for Town Center Operating.

Motion to Approve Resolution No. 15-57 adopting the Community Redevelopment Agency for Port Orange Town Center FY 2015-2016 tentative operating budget. (Public Comment) (Roll call vote)

Agenda Item 12.

Read Resolution No. 15-58 for Eastport Millage.

Motion to Approve Resolution No. 15-58 adopting the Community Redevelopment Agency for Eastport Business Center FY 2015-2016 tentative millage rate of 4.3920 mills per \$1,000.00 of valuation. (Public Comment) (Roll call vote)

Agenda Item 13.

Read Resolution No. 15-59 for Eastport Operating.

Motion to Approve Resolution No. 15-59 adopting the Community Redevelopment Agency for Eastport Business Center FY 2015-2016 tentative operating budget. (Public Comment) (Roll call vote)

Ask for:

Motion to direct the City Clerk to publish an advertisement providing notice of the City of Port Orange City Council's intent to adopt the final millage rate and final operating and capital budgets for the City of Port Orange, the Community Redevelopment District for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center accompanied by an adjacent notice complying with the budget summary requirements of law.

Announce the following:

"In addition to the foregoing general operating budget/millage levy, there is a voter approved millage levy of 0.4350 mills to fund the debt service for the 2006 general obligation bonds issued for public safety capital facilities."

"A Public Hearing will be held on September 22, 2015, at 6:30 P.M. in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida, to discuss and adopt a final millage rate, the final operating and capital budget for FY 2015-2016 for the City of Port Orange, the Community Redevelopment Agency for Port Orange Town Center and the Community Redevelopment Agency for Eastport Business Center."

NOTE TO CLERK: Advertisement shall be published pursuant to Sections 200.065(2)(d); Section 200.065(3), Section 200.065(12) and 129.03(3)(b), Florida Statutes.

FY16 Tentative Budget Summary by Fund for 9/9/15 City Council Meeting

Fund #	Fund Name	Preliminary Budget	Changes	Tentative / Proposed Budget	Comment
001	General Fund	\$ 33,465,169	\$ (160,874)	\$ 33,304,295	Reduced millage to 3% over rollback, added 2nd Asst. City Attorney, PD Body Cameras & Emergency Mgmt position, increased transfers to 506 Bldg. Maint and eliminated 2 PD positions that were duplicated
102	Eastport TIF	187,834	-	187,834	
103	Town Center TIF	443,659	-	443,659	
106	Recreation Facilities	111,500	-	111,500	
109	Bldg. Special Revenue	1,329,817	58,963	1,388,780	Increase for computer hardware requests and correct PT position funding
110	CDBG Fund	258,112	-	258,112	
201	Cap Imprv Sinking Fund	1,125	-	1,125	
214	2006 GO Bond Debt Srvc	1,080,975	-	1,080,975	
217	Eastport TIF Note	181,184	-	181,184	
218	Town Center TIF Bond	401,192	-	401,192	
220	2014 Cap Imprv Bond	1,171,425	-	1,171,425	
301	Capital Projects Fund	1,820,092	(433,968)	1,386,124	Reduced restricted contingency since it was determined it could be used to fund the Road Reconstruction Program
311	Fire Impact Fee	50,500	-	50,500	
312	Transportation Impact Fee	145,000	-	145,000	
317	General Capital Fund	500,000	144,000	644,000	Increased due to using appropriated equity to fund additional CIP projects
401	Water Sewer Op Fund	26,468,726	(38,678)	26,430,048	Reduced new positions to 11 months plus a small increase in transfer to 506 Bldg. Maint.
402	W/S Debt Service	2,474,265	-	2,474,265	
403	W/S R&R Fund	2,621,972	-	2,621,972	
405	W/S Impact Fee	1,137,000	-	1,137,000	
410	Solid Waste	7,063,150	-	7,063,150	
412	Drainage Fund	4,876,262	-	4,876,262	
414	Drainage Bond Sinking	1,453,369	-	1,453,369	
416	Wetland Mitigation	41,775	-	41,775	
417	2012 W/S Debt Srvc	2,915,292	-	2,915,292	
418	SRF Debt Service	1,805,247	-	1,805,247	
420	Forestry Management	97,375	-	97,375	
450	Golf Course Op	1,258,479	(7,916)	1,250,563	Reduced due to lower Fleet Lease cost stemming from lower cost of Golf Carts
501	Information Technology	1,956,435	(8,513)	1,947,922	Reduced new position to 11 months plus small increase in transfer to 506 Bldg. Maint.
503	Vehicle Maintenance	980,013	1,280	981,293	Increased due to positions being moved from General Fund back to 506 Bldg. Maint Fund
504	Risk Management	2,109,651	(346,356)	1,763,295	Reduced expense due to recent bid submissions received
505	Lease & Replacement	3,374,000	(210,000)	3,164,000	Reduced for Golf Carts being purchased in FY15 instead of FY16
506	Building Maintenance	2,098,173	53,935	2,152,108	Moved 2 positions back here from Public Works and reduced capital projects by \$40K since it was a duplication
508	Loan Pool	396,677	(34,718)	361,959	Reduced the loan amount to the Golf Course due to rental revenue from the restaurant and a lower golf cart fleet lease payment
606	PD Benefit Trust Fund	11,500	-	11,500	
607	PD Forfeiture Trust	100,000	-	100,000	
611	Recreation Impact Fee	220,069	-	220,069	
615	PD Education Trust	10,000	-	10,000	
621	Recreation Scholarship	40,580	-	40,580	
625	PD Federal Forfeiture	91,000	-	91,000	
634	PO Business Park	16,502	-	16,502	
		\$ 104,765,096	\$ (982,845)	\$ 103,782,251	

MEMORANDUM

To: David Harden, Special Assistant to the City Manager
From: Tracey Riehm, Finance Director *TR*
Date: September 3, 2015
RE: Budget Justification

Attached is background on two positions requested by the Finance Department in the FY 15-16 budget.

Purchasing Coordinator

The Purchasing Department endeavors to provide additional and much needed support to the City's departments as they move forward with initiating projects and completing competitive bids. The addition of a Purchasing Coordinator will reduce the significant amount of overtime the current Buyer has been working to keep up with an increased workload. This position will assume purchasing card administration, monitor contract expenditure authority and expiration dates, and coordinate and monitor multi-departmental expenditure authority granted by Council, functions which are currently being provided by various accounting staff members. The Purchasing Coordinator will add depth to the department, taking responsibility for bids and requests for proposals, conducting public bid openings in the absence of the Purchasing Manager, and providing formal training to vendors on how to do business with the City. As the City focuses on accomplishing construction and infrastructure projects, the Purchasing Coordinator will be needed to keep projects compliant with purchasing policies while continuing to move them forward. Internal control will also be strengthened once the Purchasing department has the capacity to draft and monitor compliance with a purchasing card policy, and provide training to City employees. The Purchasing Coordinator will assist in ensuring more cost effective purchasing of goods and services city-wide and potentially increase competition with vendors by not only increasing the numbers of responsive bidders but also improving the participation of local vendors in the City's bid process.

Accountant 1

Any capacity created when the Purchasing Coordinator assumes duties currently performed in Accounting will be quickly absorbed as current plans call for payroll processing to be transferred from Human Resources into Accounting. Current Finance staff is unable to assume these responsibilities without additional resources. In addition, despite an unsustainable amount of overtime being worked by both salaried and hourly staff for the past year, several areas for improvement remain. The addition of an Accountant 1 will allow activities at the golf course to be booked monthly, thereby improving reporting provided to Council. Monthly recording of activity in the pension funds will improve monitoring of these important fiduciary funds. And although the finance staff has managed to meet mandated external reporting requirements, internal process improvement and assistance to other City departments seeking decision support, budget execution reviews, or advice on improving control or the efficiency of their operations has been very limited. As we look toward moving towards new software, it is imperative that existing processes be reviewed and streamlined, and housekeeping tasks be accomplished to avoid replicating sub-optimal processes. Additional staff will allow management to focus on improving both efficiency and effectiveness, as well as stabilizing the department.

Thank you for your time and consideration.



New Position Request

Requesting Department/Division: **Fire and Rescue**

Proposed Position Information

Position Title: **Emergency Management- Public Education Coordinator**

Job Description

Position Job Grade: **160**

FLSA Status: **Exempt**

Classification: **Full Time**

Number of Positions Requested: **1**

Who will supervise this position: **Deputy Chief**

Request for new fiscal year

What equipment will be needed for this position? **Desk Phone, Desktop Computer**

Is this position required to provide a new service? **No**

Is this position required to handle current workload? **Yes**

If so, describe what activities are getting backlogged due to lack of manpower:

This position is responsible for developing, coordinating, and presenting public education and information projects for Port Orange Fire Rescue and may serve as the City's lead public information officer in emergency situations.

The additional duties which are essential to the position will be listed under Essential Functions

How much overtime has been required to complete the workload in the past three months?

Position Description

This is a high level administrative position responsible for coordinating emergency preparedness including the administration and effective enactment of the City's emergency plans and operations, activation of the Emergency Operation Center, and initiating mitigation programs.

Job Functions

- Develop and maintain the City's Comprehensive Emergency Management Plan and annexes in accordance with federal, state, and local guidelines.

- Coordinate the preparation and assist in the implementation of disaster and survival plans for the City of Port Orange.
- Serve as a liaison with other departments, cities, counties, and State and Federal agencies for the City of Port Orange in matters relating to emergency management.
- Prepare, conduct, and/or evaluate disaster drills and exercises for City emergency services.
- Activate the Emergency Operation Center when directed by the City Manager or in accordance with City policies in times of emergency, or in preparation for emergency conditions.
- Apply for and manage local, State and Federal grants.
- Coordinate city-wide training of personnel in methods, procedures and duties for emergency management, mitigation and recovery.
- Work with local officials in developing hazard mitigation programs to eliminate or reduce potential hazards to the community.
- Insure that the Emergency Operations Center is maintained, properly equipped, and prepared for activation in the event of an emergency.
- Maintain the annual inventory of City resources, equipment and material that would be available in an emergency.
- Plan, develop and instruct public education programs regarding fire safety for senior citizens, school children and the general public.
- Prepare and conduct presentations on a variety of subjects including, but not limited to; fire safety, fireplace inspections, evacuation planning and procedures, fire extinguisher use and maintenance, school presentations, career presentations, public relations presentations, fire drills, and other presentations as directed.
- Work with building owners to develop evacuation plans and review building fire safety.
- Perform data collection, preparation of departmental reports, planning, budgeting and other administrative activities as required.
- Represent the Fire Department at professional and community activities as required.
- Implement and manage a Community Emergency Response Team (CERT) and volunteers.
- Provide external and internal communication including news media relations, public relations and public information.
- Create publications, including brochures, pamphlets, newsletters and the Annual Report for public events including open houses, building dedications, ceremonies and other major public functions.
- Act as the Department spokesperson or coordinate appropriate substitutes for media purposes. Coordinate news briefings and news releases regarding emergency incidents, Fire Rescue activities, and public education presentations and activities.
- Report directly to the Emergency Management Director during declared emergencies. Responsible for the creation, management and implementation of citywide emergency public information as governed by the City's Comprehensive Emergency Management Plan.



City of Port Orange
Department of Public Works
Office: 386-506-5575
Fax: 386-756-5365

MEMORANDUM

To: David Harden, Advisor to the City Manager

From: Branford N. Adumuah, Director of Public Works *BroA*

Date: September 3, 2015

Re: FY2016 Budget Justifications for New Positions

To adequately accomplish the stated mission and outcomes of the Department of Public Works, critical in-house management, administrative, and financial resources are needed to provide key services and support. Currently, there is little to none of such critical services and support.

To address the current situation, new positions have been requested in the FY2016 budget. The following are the services and support the positions will provide:

Budget Analyst

- Assist to prepare and administer department's annual operating and capital budgets.
- Provide general financial analysis to determine budgetary funding as related to operational or service level needs.
- Oversee fixed asset inventory records.
- Oversee purchase requisitions, invoices, and payments.
- Oversee internal financial and accounting controls.
- Maintain written policies, regulations, training records, and standard operating procedures.
- Oversee department's City Council agenda and action reports.
- Perform cost-benefits analysis to compare operating programs and explore alternative efficient delivery and financing methods.
- Provide general administration support relating to personnel, record keeping, and customer service.

Operations Support Administrator

- Provide implementation and oversight of the integrated Asset Management System (AMS) to manage inventory and condition assessment data for various public infrastructure.
- Carry out system data population and maintenance, user training, and reporting for maintenance, performance, and management decision making.
- Provide data to plan, schedule, and prioritize the proactive inspection, maintenance, and rehabilitation of storm water drainage systems (pipes, swales, ditches, canals, structures, and retention ponds),

roads, bridges, sidewalks, traffic control devices and signs, and other public infrastructure.

- Coordinate system utilization to manage work planning and scheduling, resource assignment and use, cost accounting, and budgetary requirements relating to operations.

Solid Waste Manager (Solid Waste Contract Administrator)

- Oversee solid waste service contract, including performance enforcement, service delivery, and proactive customer service.
- Prepare annual solid waste budget and perform regular rate analysis to determine actual cost of service delivery.
- Prepare, organize, promote, and provide continuous public information and education on solid waste and recycling programs.
- Perform regular review and update of city's solid waste and recycling ordinances and operations to conform with changing local, state, or federal regulations.
- Organize annual programs for acceptance and disposal of minor residential hazardous wastes.
- Monitor solid waste and recycling collection routes in the field and enforce performance requirements.
- Communicate effectively with contractor and residential and commercial customers.
- Create and maintain comprehensive documentation on solid waste and recycling service delivery and performance issues.

MEMORANDUM

To: David T. Harden, City Manager
From: Susan L. Lovallo, Parks & Recreation Director
Subj.: Budget clarifications
Date: July 17, 2015

The following will provide further clarification to the questions you had while reviewing the Parks & Recreation budget. Please let me know if you have any further questions.

5200 Recreation Supervisor position- The athletic unit has seen an increase in tournaments and field rentals. The rentals have increased 43.86% from 2013 to 2014. We did 570 in 2013 and 820 in 2014. For tournaments we increased 41.20%. In addition to the increase current staff has earned an exorbitant amount of comp time. That is becoming unmanageable for the department.

5100 Recreation Supervisor position- special event rentals have seen a 115% increase in rentals days and facility rentals at the adult center and lakeside center have gone up 78% since last year. In addition to the increase current staff has earned an exorbitant amount of comp time. That is becoming unmanageable for the department.

4400 Cargo van request for recreation- This vehicle will be used by the staff operating special events and facilities. It will be used by full time and part time staff. We have events in many parks (ex. Get fit, open houses, and ribbon cuttings) and the staff must transport not only themselves but equipment using their personal vehicles. Part time staff needs the vehicle to open close buildings for rentals at night as well as on weekends.

5100 Communication Services- We took a look at this account and found that there are three sections of communications. Cell phone cost for department is \$830 per month and includes seventeen phones five of which have service suspended for eight months a year. These phones are used for summer camp. Then we have analog phones for credit card machines, fire alarms, fax machines and service to outlying buildings. This costs us \$350 per month. However, there are seven lines we can abandon, which staff is currently working on, this will result in a \$1500 savings annually. The final area is the service for the Russell Property for phone, fax and internet for a monthly cost of \$115.

Administration

The administrative function of the department consists of a Department Director, Assistant Director, an Administrative Assistant and a Program Specialist. The Department Director is responsible for all things Parks and Recreation, project management, budget, staff hiring, policy and procedure compliance, training and reports directly to the City Manager. The Assistant Director reports directly to the Department Director and is responsible to hire and train staff assigned to community buildings, events and summer playgrounds. He coordinates multiple departments for city wide special events, assists with budgets, department operations, payroll, training, internship program, etc. The Office Assistant supports the entire Recreation side of the department and provides some support to the Parks Department. The Program Specialist is responsible for all registration and customer information.

Recreation

Recreation handles all youth and adult classes, special events, and coordination of city rental venues. They market, promote, schedule, collect fees and operate these programs and venues. Any special project either council or manager driven is handled by this group. They will also be instrumental in preparing for the new Riverwalk Park.

Lakeside Center, Amphitheater and City Center Complex: 1 Program Coordinator, 2 PT Program Leaders

- Advertise the venues
- Meet with customers, process necessary paperwork for rentals.
- Work with civic groups on event set ups
- Comply with city policy and procedures
- Conduct risk management assessments of events.
- Hire and train part time staff.
- Collect revenue and keep accurate schedules of facilities.

Adult Center and Adult Center Annex: 1 Program specialist, 1 PT Program Leader

- Advertise the venues
- Meet with customers, process necessary paperwork for rentals.
- Schedule class instructors and collect fees.
- Schedule clubs and collect fees.
- Comply with city policy and procedures
- Train part time staff.
- Collect revenue and keep accurate schedules of facilities.

In FY15 these facilities operated 8,472 hours vs 5824 budgeted hours (2,648)

Special Events: Assistant Director in addition to administrative duties:

- Coordinates city wide special events
- Liaison between organizations and the city for the purpose of conducting special events on City Park Property.
- Maintains appropriate paperwork, insurance and fees associated with events.
- Coordinates multiple city departments for events, tracks expenses and provides after action reports.
- Coordinates our summer playground programs.

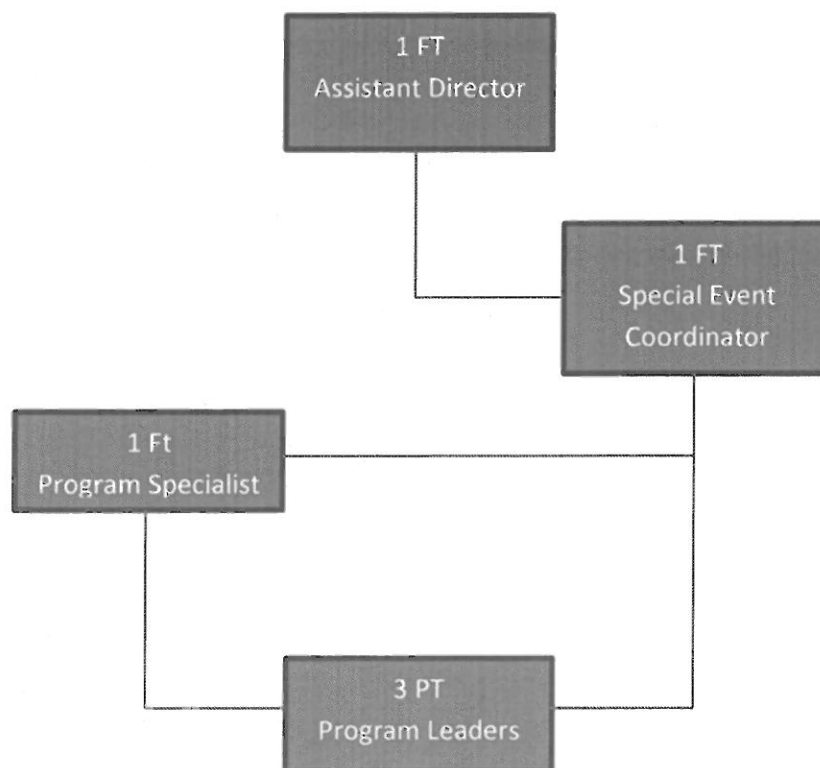
New Recreation Supervisor for this unit will supervise the Program Specialist. Their focus will be city special events, support the adult activity center and annex programs, and will begin developing the rental forms and fee structures for Riverwalk. They will also assist with city wide special event planning. This position will also plan and implement the summer playground program.

The Program Coordinator will supervise 2 part time employees and will be responsible to reserve the Lakeside Center and Amphitheater. They will schedule and train staff and provide customer support on their events.

The Program Specialist will be responsible to oversee the adult center and annex and keep the master calendar for both facilities. This position will supervise 1 PT employee.

Assistant Director will serve as liaison for the city wide events. They will take the lead role in running city wide staff which includes multiple departments. This position will assist the director in administrative duties, long term planning and budget. This position will oversee some lease agreements and contracts.

Recreation Organization Chart



Athletics

This group organizes, plans and implements youth and adult sport leagues, after school program for middle school children, works with our co-sponsored groups like POP Warner, PAL, soccer club, baseball/softball club and USTA tennis. They build relationships with area schools, and colleges. Recruit volunteers for coaching and concession stand operations. They solicit for team and league sponsors. They handle the calendar for all fields and gyms for all leagues, co-sponsor groups and rentals. They work closely with the Parks Unit on turf management by rotating the play and allow fields to rest properly. Oversee contracts, adhere to city policy and procedures and ensure safety at all activities. Oversee and serve as a liaison for all tournaments.

Youth and Adult Sports: 1 Athletic Superintendent, 1 Program Coordinator, 1 Program specialist, 5PT Program Leaders

- Set up programs in registration
- Solicit sponsorships for programs
- Hire and train staff
- Train coaches
- Recruit volunteer coaches
- Make game schedules
- Hold drafts
- Order equipment
- Schedule umpires and scorekeepers
- Advertise programs
- Keep web site and social media current and active
- Oversee programs
- Senior Games
- Over 700 games played in FY15

Program Coordinator, 2 PT Program Leaders

- Tournaments
- Scheduling of fields for rentals, games, practices, co-sponsor groups
- Marketing, social media
- Sport clinics
- Sport camps
- Staff training and scheduling

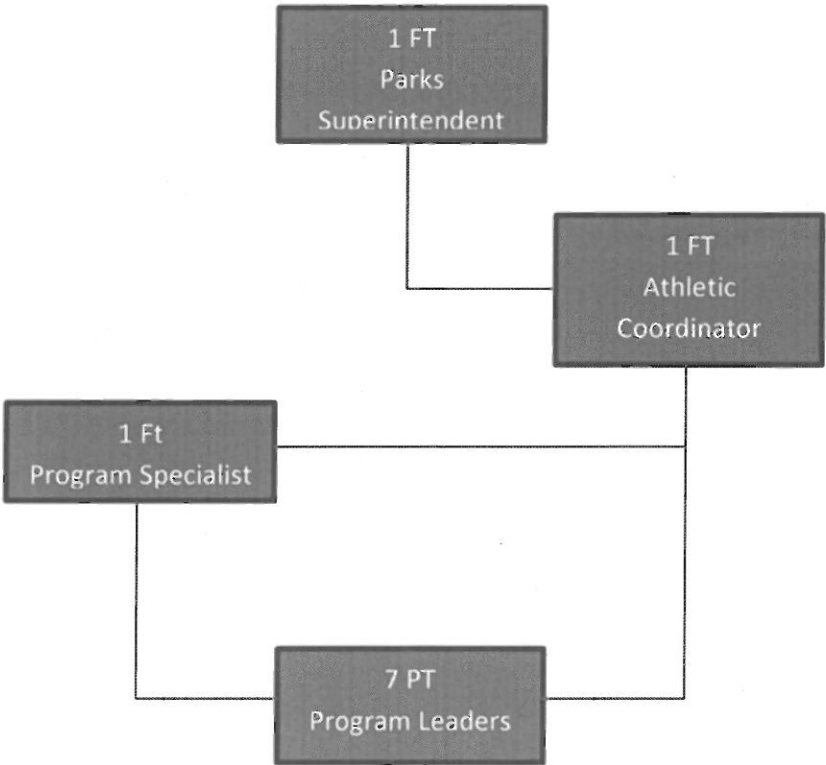
In FY15 these facilities and programs operated 18,678 hours vs 10,712 budgeted hours (7,966)

New Recreation Supervisor for Athletics will supervise the Program Specialist and five part time employees and will oversee youth and adult sports leagues, sport camps and clinic.

The Program Coordinator will supervise 2 PT employees and will oversee field scheduling for rentals, serve as a liaison for our co-sponsored groups and promote and coordinate tournaments.

The Athletic Superintendent will focus on overseeing the unit, fundraising, community relations, marketing, short and long range planning for the unit.

Athletic Organizational Chart



**New Position Request and Reclassification Request
Information Technology Division (501 Account)
Administrative Services Department**

New Position Request: Systems Administrator (Pay Grade 24)

The Systems Administrator is responsible for managing, maintaining and securing the City's ever-expanding and evolving on-premise and cloud-based computing infrastructure. As the City has grown, its technology needs have increased exponentially. The preservation, availability and integrity of the City's computing systems are of paramount importance to ensure the accuracy and authenticity of the City's data. For this reason, a dedicated Systems Administrator highly knowledgeable in Windows and Linux system administration is an absolute necessity. Historically, the City had two Network Administrators. One of those positions was lost when the Administrative Services Department was created and one of the Network Administrators subsequently became the IT Manager in December 2013. Over the past 18 months it has become apparent that the demands of the City's IT infrastructure require two dedicated full-time systems administrators. The IT Manager cannot function as a System Administrator due to the managerial and administrative demands of that position. This new Systems Administrator position will supervise the current Network Administrator position, which is being requested to be reclassified to a lower grade. In tandem, these requests will establish a normal hierarchy of network administrative functions within the IT Division.

Reclassification Request: Network Administrator (Pay Grade 22)

Upon approval of the new position request above, this request is to reclassify the current Network Administrator position to a lower grade with a commensurate reduction in responsibilities. This is to allow for a normal hierarchy of network administrative functions within the IT Division and to create greater depth of knowledge for succession purposes.

Projects that would be delayed or severely impacted by not including the proposed personnel changes:

Most projects for FY15 we are fully committed to with our current staffing level. However, several projects from FY15 will be carried over into FY16. Therefore, several projects slated for FY16 that would be severely impacted from an IT perspective would be the Parks WiFi Initiative (Project #201627), Riverwalk Fiber Optic Expansion (Project #201524), and Enterprise Resource Planning Solution (Project #201501).



City of Port Orange
Department of Public Works
Office: 386-506-5575
Fax: 386-756-5365

MEMORANDUM

To: Michael Johansson, City Manager

From: Branford N. Adumuah, Public Works Director 

Date: August 26, 2015

Re: FY2016 Budget Request - Reassignment of Maintenance Personnel

The FY2016 budget request includes a proposed increase of contracted mowing from the current 68% to 85% and the decrease of in-house mowing program from the current 32% to 15%. If the FY2016 budget request is approved, most of the current in-house mowing personnel, consisting of **one** Drainage Maintenance Foreman and **three** Maintenance Workers, will return to their previous job duties in storm water drainage maintenance.

The personnel will be reassigned to the following two key job duties, in order of priority, critical to the mitigation of flooding in the city:

1. Stormwater Retention Ponds

The many city maintained retention ponds require proactive, scheduled, and preventive maintenance to improve storm water storage and conveyance to mitigate flooding. The current maintenance backlog of retention ponds is at least seven years. The reassigned personnel will perform pond outfall cleaning, dredging, bank stabilization, and bank clearing.

2. Stormwater Drainage Canals, Ditches, and Swales

The capacity of the majority of the city's storm water drainage system (canals, ditches, and swales) has been significantly reduced as a result of decades of sedimentation, vegetation growth, and lack of proactive maintenance. The current condition of the drainage system adversely impacts storm water storage and conveyance and significantly increases the potential for flooding and hazard to life and property. The reassigned personnel will supplement ongoing proactive efforts to clear and improve ditches and canals.



City of Port Orange
Department of Public Works
Office: 386-506-5575
Fax: 386-756-5365

MEMORANDUM

To: David Harden, Interim City Manager

From: Branford N. Adumuah, Director of Public Works 

Date: August 13, 2015

Re: FY2016 Budget Request - Prioritization of Engineering Swale Survey and Inventory

During the FY2016 budget workshop, the City Council requested a priority list of storm water drainage basins where the funding request of \$384,000 in Drainage Fund 412 will be used to perform engineering inventory and survey of existing or proposed swales.

The data from the engineering survey will be used to develop engineering vertical profiles and cross sections to determine the volume of built up sediments to be removed from the swales by Public Works maintenance personnel. The removal of the sediments will help increase swale capacity, improve storm water conveyance, and mitigate flooding.

The following are the drainage basins (see attached Drainage Basin Map), in order of priority, where swales will be inventoried and surveyed:

1. F– Halifax Canal
2. B – Dougherty Canal
3. A – US 1 & Dunlawton
4. C – Allandale
5. E – Rose Bay
6. D – Bay Shore

The actual linear feet of basin swales inventoried and surveyed and the number of basins addressed will depend on the ultimate funding approved, engineering fee proposal, and field conditions.

Attachment: Drainage Basin Map

Cc: Alan Rosen, Interim Assistant City Manager
Michael Silvey, Assistant Director of Public Works
Public Works Electronic File

Drainage Basins

Drainage Basins

- A - US 1 & Dunlawton
- B - Dougherty Canal
- C - Allandale
- D - Bay Shore
- E - Rose Bay
- F - Halifax Canal
- G - Spruce Creek Road
- H - Strickland Bay
- I - Spruce Creek South
- J - Sweetwater Branch
- K - Spruce Creek North
- L - Pioneer Trail
- M - South Peninsula

STRUCTURES AFFECTED

- 2009 Flood Impacted Structures
- 2014 Flood Impacted Structures
- Flood Impacted Structure in 2009 & 2014

Stormwater Outfall

NOT TO SCALE

Drainage Basins

Drainage Basins

- A - US 1 & Dunlawton
- B - Dougherty Canal
- C - Allandale
- D - Bay Shore
- E - Rose Bay
- F - Halifax Canal
- G - Spruce Creek Road
- H - Strickland Bay
- I - Spruce Creek South
- J - Sweetwater Branch
- K - Spruce Creek North
- L - Pioneer Trail
- M - South Peninsula

STRUCTURES AFFECTED

- 2009 Flood Impacted Structures
- 2014 Flood Impacted Structures
- Flood Impacted Structure in 2009 & 2014

Stormwater Outfall

NOT TO SCALE

BURTON & ASSOCIATES

August 13, 2015

Mr. Branford N. Adumuah
Director of Public Works
Department of Public Works
City of Port Orange
407 Virginia Avenue
Port Orange, FL 32129

Re: Proposal – Stormwater Rate/Fee Study

Dear Mr. Adumuah:

As requested, I have prepared a proposal for the above referenced Project. The following sections present the scope of services included in this proposal and our proposed work plan and fee to accomplish the scope of services.

Scope of Services

This proposal was prepared based upon my understanding of the scope of services derived from a telephone conversation with you and my review of the current ordinance that you provided. The scope, as I understand it is to:

1. Review and evaluate the current stormwater rate/fee program to include the cost apportionment methodology, rates/fees and policies,
2. Develop a ten (10) year financial plan for the stormwater utility to include projection of revenues at the current rates/fees, projection of operations and maintenance expenses, maintenance of adequate levels of reserves, inclusion of capital improvement program requirements for each year in the forecast period and determination of the revenue requirements to meet the needs of the system in each year of the forecast period. This will include determination of an optimum capital projects funding strategy in terms of pay-as-you-go versus debt funding to maximize the benefit of the stormwater rate/fee revenue while minimizing the burden upon the rate payers,
3. Recommend adjustments to the cost apportionment methodology and calculate rates/fees based upon the recommended cost apportionment methodology and the revenue requirements as determined in the financial plan in item 2. above, and
4. Recommend policies, such as attenuation credits, exemptions, etc.

If the final scope of work is different than described above, our proposal may have to be adjusted based upon further discussions with you. However, I believe that the task plan that we have presented in the attached Schedule and our proposed fee represent the order of magnitude of such a study and scope variations would cause only small variations in the expected fee.

Proposed Work Plan and Fee

I have enclosed a Project Work Plan and Cost Estimate Schedule (Schedule) which presents our proposed work plan and fee to conduct the analysis. The above referenced Schedule included herein 1) presents the tasks and sub-tasks that will be required to accomplish the goals of the study as we understand them, and 2) shows that the Study can be completed for a fixed fee of **\$59,761**, inclusive of out-of-pocket expenses. We can begin work on this assignment immediately and estimate that it can be completed within approximately 90 days.

We appreciate the opportunity to present this proposal and look forward to working with you on this assignment. If you have any questions, please do not hesitate to call me at (904) 247-0787.

Very truly yours,



Michael E. Burton
President

If the terms of this proposal are acceptable, please affix the appropriate signature below and return a copy (facsimile will be acceptable) to us for our files:

Accepted by Port Orange, FL:

Signature

Title

Date

Accepted by Burton & Associates, Inc.



Signature

President
Title

8/13/15
Date



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Resolution No. 15-53 – Adopting the Tentative Millage Rate for FY15-16

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Resolution No. 15-53.

SUMMARY: The attached Resolution will establish the City of Port Orange's Tentative Millage rate of 4.3920 mills for the FY 15-16 Operating and Capital Budgets, and a Tentative Millage rate of .4350 mills for voter approved debt service.

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Reso. No. 15-53 Tentative Millage Rate for FY 15-16	Reso. No. 15-53 Tent Millage Rate.pdf
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Fenwick, Robin
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/31/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/03/2015

RESOLUTION NO. 15-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE RATES TO BE LEVIED FOR FISCAL YEAR 2015-2016; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the City's operating and capital objectives for fiscal year 2015-2016; and

WHEREAS, a substantial portion of this operating revenue is derived from ad valorem tax receipts; and

WHEREAS, the voters of the City of Port Orange approved the levy of additional millage necessary to fund debt service payments on bonds issued for public safety capital facilities; and

WHEREAS, a public hearing on the proposed millage rate has been conducted by City Council at 6:30 P.M. on September 9, 2015, and will be conducted on September 22, 2015, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The tentative millage rate for fiscal year 2015-2016 for the City of Port Orange is hereby levied at 4.3920 mills per \$1,000.00 of valuation. This tentative millage rate is a 3% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for general government operating and capital purposes.

Section 2. The millage rate of .4350 mills per \$1,000.00 of valuation is hereby adopted as a voter approved levy of additional millage necessary to fund debt service payments on bonds issued for public safety capital facilities.

Section 4. This resolution shall take effect immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 9th day of September, 2015

Reviewed and Approved: _____
City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Resolution No. 15-54 – Adopting the Tentative Operating Budget for FY15-16

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Resolution No. 15-54.

SUMMARY: The attached Resolution will establish the City of Port Orange's Tentative Operating Budget for FY 15-16.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-54 Tent Operating	Reso. No. 15-54 Tent Operating.pdf
2.	FY16 Tentative Budget - All Funds for 9-9-15 CC Meeting	FY16 Tentative Revenue and Expense Budget for 9-9-15 City Council Meeting - All Funds.pdf

Fenwick, Robin
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/31/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/04/2015

RESOLUTION NO. 15-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016 FOR THE CITY OF PORT ORANGE; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$93,740,318; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter, Section 3.08 of the City of Port Orange Code of Ordinances, as amended on October 9, 2001 states that the City Council shall by resolution adopt the annual budget, budget amendments and authorize appropriations; and

WHEREAS, the City adopts its budget pursuant to its Charter and Section 166.241, Florida Statutes; and

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the City of Port Orange for fiscal year 2015-2016 and has submitted same to the City Council; and

WHEREAS, the proposed budget sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended budget and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed budget has been posted on the City's website and is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 9, 2015 and will be conducted on September 22, 2015, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
001	General Fund	\$ 33,304,295
106	Recreation Facilities Fund	111,500
109	Building Special Revenue Fund	1,388,780
110	CDBG Special Revenue Fund	258,112
201	Capital Improvement Sinking Fund	1,125
214	2006 GO Debt Service Fund	1,080,975
217	2007 Eastport Note Debt Service	181,184
218	2007 Town Center Bond Debt Service Fund	401,192
220	Debt Service Fund 2014 Bonds	1,171,425
401	Water and Sewer O & M Revenue Fund	26,430,048
402	Water and Sewer Bond Debt Service Fund	2,474,265
410	Solid Waste Fund	7,063,150
412	Stormwater Utility Operating Fund	4,876,262
414	Stormwater Utility Bond Sinking Fund	1,453,369
417	Debt Service Fund 2012 W/S Bonds	2,915,292
418	State Revolving Loan Fund Debt Service Fund	1,805,247
420	Forestry Management Fund	97,375
450	Golf Course Operating Fund	1,250,563
501	Information Technology Fund	1,947,922
503	Vehicle Maintenance Service Fund	981,293
504	Self Insurance Fund	1,763,295
506	Building Maintenance Fund	2,152,108
508	Loan Pool Fund	361,959
606	Police Benefit Trust Fund	11,500
607	Police Forfeiture Trust Fund	100,000
615	Police Education Trust	10,000
621	Recreation Scholarship Fund	40,580
625	Federal Police Forfeiture	91,000
634	Port Orange Business Park	<u>16,502</u>
TOTAL		\$ <u>93,740,318</u>

A summary of the estimated revenues and appropriations for all funds is attached hereto as Composite Exhibit A.

Section 2. The 2015-2016 fiscal year operating budget for the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the City departments, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the City during the ensuing fiscal year effective October 1, 2015 through September 30, 2016.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

Section 5. This resolution shall become effective immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L Fenwick, CMC, City Clerk

Passed and adopted on the 9th day of September, 2015

Reviewed and Approved: _____
City Attorney

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: GENERAL FUND (#001)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Ad Valorem Taxes (4.3920 mills)	10,783,883
Delinquent Taxes & Interest	24,000
Sale and Use	3,003,804
Business Tax	123,000
State pension contributions	717,597
Franchise Taxes	3,455,409
Utility Service Tax	4,944,127
Telecommunications Services Tax	1,862,251
License & Permits	55,090
Intergovernmental Revenue	2,168,202
Charges for Services	975,944
Fines & Foreitures	137,400
Interest Revenue	100,000
Miscellaneous Revenues	966,462
Admin. Fees	1,372,725
Transfers from other funds	1,614,401
Appropriated Fund Equity	1,000,000
<u>TOTAL REVENUES:</u>	<u>33,304,295</u>

EXPENDITURES:

NonDepartmental	2,476,701
Mayor & Council	216,897
City Manager	573,850
Legal Services	652,365
City Clerk	307,967
Finance	1,085,673
Personnel	343,609
Community Development	1,402,897
Fire Services	8,076,820
Police Services	12,284,655
Public Works	2,516,827
Parks Maintenance	2,059,495
Recreation	844,483
Athletics	443,886
POG TV	18,170
<u>TOTAL EXPENDITURES:</u>	<u>33,304,295</u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Recreation Facilities Fund (#106)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Charges for Services	33,750
Misc. Revenue	70,940
Appropriated Equity	<u>6,810</u>
TOTAL REVENUES:	<u><u>111,500</u></u>
<u>EXPENDITURES:</u>	
Non-Departmental	<u>111,500</u>
TOTAL EXPENDITURES:	<u><u>111,500</u></u>

COMPOSITE EXHIBIT A**Resolution Number: 15-54****FY 2015/16: Building Special Revenue Fund (#109)****PREPARED: September 3, 2015****FINANCE: Finance staff**

	APPROVED BUDGET
<u>REVENUES:</u>	
License & Permits	1,100,000
Charges for Service	36,200
Interest Earnings	7,000
Appropriated Equity	245,580
TOTAL REVENUES:	1,388,780
<u>EXPENDITURES:</u>	
Community Development-Building	1,388,780
TOTAL EXPENDITURES:	1,388,780

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: CDBG Special Revenue Fund (#110)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Federal Grant Revenue	258,112
TOTAL REVENUES:	258,112
<u>EXPENDITURES:</u>	
Non-Departmental	258,112
TOTAL EXPENDITURES:	258,112

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Capital Impv Sinking Fund (#201)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Transfer	<u>1,125</u>
TOTAL REVENUES:	<u><u>1,125</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>1,125</u>
TOTAL EXPENDITURES:	<u><u>1,125</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Debt Service Fund 2006 GO Bonds (#214)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Ad Valorem Tax	1,078,186
Appropriated Fund Balance	1,589
Interest Revenue	1,200
TOTAL REVENUES:	1,080,975
<u>EXPENDITURES:</u>	
Debt Service	1,080,975
TOTAL EXPENDITURES:	1,080,975

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Debt Service Fund Eastport Tax Inc Note (#217)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Transfer From Other Funds	<u>181,184</u>
TOTAL REVENUES:	<u><u>181,184</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>181,184</u>
TOTAL EXPENDITURES:	<u><u>181,184</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Debt Service Fund 2007 Town Center Tax Inc Bonds (#218)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Transfer From Other Funds	<u>401,192</u>
TOTAL REVENUES:	<u><u>401,192</u></u>
<u>EXPENDITURES:</u>	
Debt Service	<u>401,192</u>
TOTAL EXPENDITURES:	<u><u>401,192</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Debt Service Fund 2014 Bonds (#220)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Interest Revenue	10,000
Appropriated Fund Balance	450,627
Transfers from other funds	710,798
TOTAL REVENUES:	1,171,425
<u>EXPENDITURES:</u>	
Debt Service	1,171,425
TOTAL EXPENDITURES:	1,171,425

Resolution Number: 15-54

FY 2015/16: Water & Sewer O&M Fund (#401)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Charges for Services	24,981,482
Interest Revenue	54,500
Miscellaneous Revenue	35,153
Appropriated Fund Balance	1,358,913
TOTAL REVENUES:	26,430,048
<u>EXPENDITURES:</u>	
Non Departmental	13,861,254
Meter Readers	702,587
Customer Service	1,070,282
Water/Sewer Distribution	1,749,247
Water Production	2,282,073
Sewer Service	3,389,475
Maintenance	1,627,671
Lab	460,387
Warehouse	132,496
Administration	1,154,576
TOTAL EXPENDITURES:	26,430,048

Resolution Number: 15-54

FY 2015/16: Water & Sewer Bond Debt Service (Fund #402)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Transfers from Other Funds

2,474,265

TOTAL REVENUES:

2,474,265

EXPENDITURES:

Debt Service

2,474,265

TOTAL EXPENDITURES:

2,474,265

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Solid Waste (Fund #410)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Charges for Service	6,982,050
Miscellaenous Revenue	<u>81,100</u>
TOTAL REVENUES:	<u><u>7,063,150</u></u>
<u>EXPENDITURES:</u>	
Solid Waste	<u>7,063,150</u>
TOTAL EXPENDITURES:	<u><u>7,063,150</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Drainage (Fund #412)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Fees	3,978,063
Pending State Grants	750,000
Interest Revenue	26,700
Appropriated Fund Balance	<u>121,499</u>

TOTAL REVENUES:	<u><u>4,876,262</u></u>
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EXPENDITURES:

Drainage Utility	<u>4,876,262</u>
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TOTAL EXPENDITURES:	<u><u>4,876,262</u></u>
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COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Drainage Bond Sinking (Fund #414)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Transfer from Other Funds

1,453,369

TOTAL REVENUES:

1,453,369

EXPENDITURES:

Debt Service

1,453,369

TOTAL EXPENDITURES:

1,453,369

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: W/S 2003 Bond Debt Service (Fund #417)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Interest Revenue	5,000
Transfer from Other Funds	2,210,292
Appropriated Fund Balance	<u>700,000</u>

TOTAL REVENUES:	<u><u>2,915,292</u></u>
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EXPENDITURES:

Debt Service	<u>2,915,292</u>
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TOTAL EXPENDITURES:	<u><u>2,915,292</u></u>
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COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: State Revolving Loan Fund (#418)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Transfers from Other Funds	1,574,806
Appropriated Fund Balance	<u>230,441</u>
TOTAL REVENUES:	<u>1,805,247</u>
<u>EXPENDITURES:</u>	
Debt Service	<u>1,805,247</u>
TOTAL EXPENDITURES:	<u>1,805,247</u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Forestry Fund (#420)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Miscellaneous Revenue	77,333
Billboard Rental	35,000
Appropriated Fund Balance	(19,027)
Interest Earnings	4,069
TOTAL REVENUES:	97,375
<u>EXPENDITURES:</u>	
Non-Departmental	97,375
TOTAL EXPENDITURES:	97,375

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Golf Course Operating Fund (#450)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Charges for Services	1,192,633
Transfer	57,930
TOTAL REVENUES:	1,250,563
<u>EXPENDITURES:</u>	
Non Departmental	1,132,155
Golf Course Operating	54,140
Golf Carts	64,268
TOTAL EXPENDITURES:	1,250,563

Resolution Number: 15-54

FY 2015/16: Information Technology Fund (#501)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Charges for Service	1,625,002
Miscellaneous Revenue	1,500
Appropriated Fund Balance	<u>321,420</u>

TOTAL REVENUES:	<u><u>1,947,922</u></u>
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EXPENDITURES:

Information Technology	<u>1,947,922</u>
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TOTAL EXPENDITURES:	<u><u>1,947,922</u></u>
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Resolution Number: 15-54

FY 2015/16: Vehicle Maintenance Fund (#503)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Charges for Service	893,710
Appropriated Fund Balance	86,583
Misc. Revenue	<u>1,000</u>
TOTAL REVENUES:	<u><u>981,293</u></u>

EXPENDITURES:

Vehicle Maintenance	<u>981,293</u>
TOTAL EXPENDITURES:	<u><u>981,293</u></u>

Resolution Number: 15-54

FY 2015/16: Self Insurance Fund (#504)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Interest Revenue	6,000
Charges for Service	1,703,651
Appropriated Fund Balance	<u>53,644</u>

TOTAL REVENUES:	<u><u>1,763,295</u></u>
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EXPENDITURES:

Non-Departmental	<u>1,763,295</u>
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TOTAL EXPENDITURES:	<u><u>1,763,295</u></u>
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COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Building Maintenance Fund (#506)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Charges for Services	1,621,054
Interest Revenue	1,850
Appropriated Equity	<u>529,204</u>
TOTAL REVENUES:	<u><u>2,152,108</u></u>

EXPENDITURES:

Building Maintenance	<u>2,152,108</u>
TOTAL EXPENDITURES:	<u><u>2,152,108</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: Loan Pool Fund (#508)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Interest Revenue	79,636
Appropriated Equity	<u>282,323</u>
TOTAL REVENUES:	<u><u>361,959</u></u>

EXPENDITURES:

Transfers	<u>361,959</u>
TOTAL EXPENDITURES:	<u><u>361,959</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: POLICE BENEFIT TRST FUND (#606)

PREPARED: September 3, 2015

FINANCE: Finance staff

APPROVED
BUDGET

REVENUES:

Misc Revenue	2,600
Appropriated Fund Balance	<u>8,900</u>

TOTAL REVENUES:	<u><u>11,500</u></u>
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EXPENDITURES:

Police	<u>11,500</u>
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TOTAL EXPENDITURES:	<u><u>11,500</u></u>
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COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: POLICE FORFEITURE TRST FUND (#607)

PREPARED: September 3, 2015

FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Cash Forfeitures	10,000
Interest Revenue	1,000
Appropriated Fund Balance	89,000
TOTAL REVENUES:	100,000
<u>EXPENDITURES:</u>	
Police	100,000
TOTAL EXPENDITURES:	100,000

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: POLICE EDUCATION TRST FUND (#615)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Police Education	<u>10,000</u>
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TOTAL REVENUES:	<u><u>10,000</u></u>
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EXPENDITURES:

Police	<u>10,000</u>
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TOTAL EXPENDITURES:	<u><u>10,000</u></u>
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COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: RECREATION SCHOLARSHIP FUN (#621)

PREPARED: September 3, 2015

FINANCE: Finance staff

**APPROVED
BUDGET**

REVENUES:

Charges for Service

28,080

Misc Revenue

12,500

TOTAL REVENUES:

40,580

EXPENDITURES:

Recreation

40,580

TOTAL EXPENDITURES:

40,580

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: FEDERAL POLICE FORFEITURE FUND (#625)

PREPARED: September 3, 2015

FINANCE: Finance staff

APPROVED
BUDGET

REVENUES:

Interest Revenue	1,000
Appropriated Fund Balance	<u>90,000</u>
TOTAL REVENUES:	<u><u>91,000</u></u>

EXPENDITURES:

Police	<u>91,000</u>
TOTAL EXPENDITURES:	<u><u>91,000</u></u>

COMPOSITE EXHIBIT A

Resolution Number: 15-54

FY 2015/16: PORT ORANGE BUSINESS PARK FUND (#634)
PREPARED: September 3, 2015
FINANCE: Finance staff

	APPROVED BUDGET
<u>REVENUES:</u>	
Port Orange Business Park	<u>16,502</u>
TOTAL REVENUES:	<u><u>16,502</u></u>
<u>EXPENDITURES:</u>	
Non-Departmental	<u>16,502</u>
TOTAL EXPENDITURES:	<u><u>16,502</u></u>

City of Port Orange

FY16 Tentative

Revenue & Expense

Budget

9-9-15

FY16 Tentative Budget Summary by Fund for 9/9/15 City Council Meeting

Fund #	Fund Name	Revenue	Expense	Page
001	General Fund	\$ 33,304,295	\$ 33,304,295	1
102	Eastport TIF	187,834	187,834	110
103	Town Center TIF	443,659	443,659	113
106	Recreation Facilities	111,500	111,500	118
109	Bldg. Special Revenue	1,388,780	1,388,780	122
110	CDBG Fund	258,112	258,112	129
201	Cap Imprv Sinking Fund	1,125	1,125	132
214	2006 GO Bond Debt Srvc	1,080,975	1,080,975	134
217	Eastport TIF Note	181,184	181,184	136
218	Town Center TIF Bond	401,192	401,192	138
220	2014 Cap Imprv Bond	1,171,425	1,171,425	140
301	Capital Projects Fund	1,386,124	1,386,124	142
311	Fire Impact Fee	50,500	50,500	147
312	Transportation Impact Fee	145,000	145,000	149
317	General Capital Fund	644,000	644,000	152
401	Water Sewer Op Fund	26,430,048	26,430,048	154
402	W/S Debt Service	2,474,265	2,474,265	219
403	W/S R&R Fund	2,621,972	2,621,972	221
405	W/S Impact Fee	1,137,000	1,137,000	227
410	Solid Waste	7,063,150	7,063,150	232
412	Drainage Fund	4,876,262	4,876,262	239
414	Drainage Bond Sinking	1,453,369	1,453,369	248
416	Wetland Mitigation	41,775	41,775	250
417	2012 W/S Debt Srvc	2,915,292	2,915,292	252
418	SRF Debt Service	1,805,247	1,805,247	254
420	Forestry Management	97,375	97,375	256
450	Golf Course Op	1,250,563	1,250,563	258
501	Information Technology	1,947,922	1,947,922	271
503	Vehicle Maintenance	981,293	981,293	279
504	Risk Management	1,763,295	1,763,295	283
505	Lease & Replacement	3,164,000	3,164,000	289
506	Building Maintenance	2,152,108	2,152,108	292
508	Loan Pool	361,959	361,959	300
606	PD Benefit Trust Fund	11,500	11,500	302
607	PD Forfeiture Trust	100,000	100,000	304
611	Recreation Impact Fee	220,069	220,069	306
615	PD Education Trust	10,000	10,000	308
621	Recreation Scholarship	40,580	40,580	310
625	PD Federal Forfeiture	91,000	91,000	312
634	PO Business Park	16,502	16,502	314
		\$ 103,782,251	\$ 103,782,251	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
GENERAL FUND							
001-0000-311.10-00	CURRENT AD VALOREM	10,280,000	10,310,544	10,460,426	10,460,426	10,147,350	10,783,883
	LEVEL 3	TEXT				TEXT AMT	
		CERTIFIED VALUE OF PROP VALUE 2,609,042,159 X				11,051,785	
		4.4589 MILLS PER 1,000 AT 95% = 11,051,785				63,997-	
		LESS TAX INCREMENT FUNDS EASTPORT = 63,997				43,031-	
		LESS TAX INCREMENT FUNDS TOWN CENTER = 43,031					
		7/6/15 LSW					

		COUNCIL PROPOSED MILLAGE 4.5589					
		2,609,042,159 X 4.5589 MILLS AT 95% = 11,299,644					
		LESS TAX INCREMENT FUNDS EASTPORT = 61,968					
		LESS TAX INCREMENT FUNDS TOWN CENTER = 43,997					
		TOTAL 11,193,679 LESS 10,944,757 PREVIOUS					
		DIFF 248,922					248,922

		COUNCIL PROPOSED MILLAGE 4.3920(3% ABOVE ROLLBACK)					409,796-
		2,609,042,159 X 4.3920 MILLS AT 95% = 10,885,968					
		LESS TAX INCREMENT FUNDS EASTPORT = 59,699					
		LESS TAX INCREMENT FUNDS TOWN CENTER = 42,386					
		TOTAL 10,783,883 LESS 11,193,679 PREVIOUS					
		DIFF (409,796)					
		09/02/15 RK					
							10,783,883
001-0000-311.20-00	DELINQUENT	21,583	31,906	20,400	20,400	217,874	20,000
	LEVEL 3	TEXT				TEXT AMT	
		BASED ON PRIOR YEARS				20,000	
						20,000	
001-0000-311.30-00	INTEREST DELINQ. TAXES	13,031	17,682	1,800	1,800	2,517	4,000
	LEVEL 3	TEXT				TEXT AMT	
		BASED ON FAIRLY FLAT ECONOMY & FY15 ACTUALS					
		TO DATE 6/15/15 LSW				4,000	
						4,000	
001-0000-312.51-00	INSURANCE PREMIUM TAX FF	362,213	386,195	362,213	362,213	0	386,195
	LEVEL 3	TEXT				TEXT AMT	
		0.85% IMPOSED ON GROSS PREMIUMS OF PROPERTY				418,768	
		INSURANCE 6/15/15 AR, ACM					
		REDUCED TO MATCH ACTUARY REPORT PG 5				32,573-	
		KM					
							386,195

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-0000-312.52-00	STATE POLICE RETIR CONTRB	316,074	331,402	314,094	314,094	0	331,402
	LEVEL 3 TEXT AS PER ACTUARY REPORT DATED 10/1/2013 UPDATED ACTUARY REPORT KM					TEXT AMT 314,094 17,308 331,402	
001-0000-314.10-00	ELECTRIC	3,620,863	3,971,420	3,775,000	3,775,000	3,287,768	3,900,000
	LEVEL 3 TEXT BASED ON PRIOR YEAR ACTUALS AND YEAR TO DATE					TEXT AMT 3,900,000 3,900,000	
001-0000-314.11-00	WATER PUBLIC SERVICE TAX	2- 862,271	0 910,685	0 857,700	0 857,700	0 783,276	0 935,227
001-0000-314.30-00	UTILITY SERVICE TAX WATER						
	LEVEL 3 TEXT FY16 PROJECTION BASED CALC BELOW 06/16/15 LB ==> FY14 ACTUAL \$910,680*GROWTH @ .25%= \$912,960 ****COMPARISON NOTE: (FYTD15 GL REV/#CYCLES BILLED)*48 CYCLES: (\$543,273/27)*48 = \$935,227					TEXT AMT 935,227 935,227	
001-0000-314.40-00	UTILITY SERVICE TAXES-GAS	116,120	119,987	108,900	108,900	119,209	108,900
001-0000-315.20-00	COMMUNICATIONS SERVICES	2,075,119	1,972,034	1,919,331	1,919,331	1,424,322	1,862,251
	LEVEL 3 TEXT STATE PROJECTIONS					TEXT AMT 1,862,251 1,862,251	
001-0000-316.10-00	CITY-OCCUPATION	145,390	122,860	145,390	145,390	65,797	123,000
	LEVEL 3 TEXT BASED ON PRIOR YEAR ACTUALS AND YEAR TO DATE					TEXT AMT 123,000 123,000	
001-0000-323.10-00	FPL FRANCHISE FEE	2,893,287	3,125,315	2,918,700	2,918,700	2,259,776	3,431,809
	LEVEL 3 TEXT BASED ON FORECAST INCREASE FROM FY15 @ 4.79% 6/15/15 AR, ACM					TEXT AMT 3,431,809 3,431,809	
001-0000-323.40-00	PEOPLES GAS FRANCHISE	21,249	18,720	20,400	20,400	17,892	20,400
	LEVEL 3 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	BUDGET FLAT AT FY15 RATE 6/15/15, AR, ACM						20,400 20,400
001-0000-323.75-00	RECYCLING	2,720	4,510	3,200	3,200	3,460	3,200
	LEVEL 3 TEXT BUDGET FLAT 6/15/15 LSW						TEXT AMT 3,200 3,200
001-0000-329.10-00	FEES & PERMITS	18,705	17,955	18,000	18,000	12,420	13,790
	LEVEL 3 TEXT BUDGET FLAT. FY15 PROJECTED TO NOT MEET FY15 BUDGET PROJECTION 6/15/15 LSW						TEXT AMT 13,790 13,790
001-0000-329.10-08	ABANDONED PROP REG FEE	49,965	34,200	41,300	41,300	45,000	41,300
	LEVEL 3 TEXT ASSUMES POSSIBLE LIEN AMNESTY PROGRAM BY CITY & INCREASING HOME VALUES / LESS ABANDONED PROPERTIES 6/15/15 AR, ACM						TEXT AMT 41,300 41,300
001-0000-331.20-05	JAG-VARIOUS GRANTS	8,968	8,156	0	10,000	10,000	0
	LEVEL 3 TEXT *ESTIMATED AMT PER DAVID BURNS, POPD, 6/15/15 LSW ----- *GRANTS WILL BE BUDGETED ONCE THEY ARE APPROVED AND FULLY EXECUTED VIA A BUDGET RESO.(LP 7-10-15)						TEXT AMT 10,000 10,000-
001-0000-331.51-10	FEMA HMPG 08HM3G067402048	459-	0	0	0	0	0
001-0000-331.56-01	BJA-BULLETPROOF VESTS	2,596	0	0	0	0	0
001-0000-334.01-00	DEPT OF TRANSPORTATION	0	6,480	0	0	0	0
001-0000-334.01-04	E-TICKET HARDWARE PROJECT	46,886	0	0	0	0	0
001-0000-334.10-11	VOCA GRANT V8004	47,415	49,853	47,415	47,415	47,713	64,908
	LEVEL 3 TEXT VICTIM ADVOCATE GRANT FUNDS A PORTION OF THE FOLLOWING SALARIES: C. MILLER 56.75% L. HENDERSON 56.73% K. HOHL 54.49%						TEXT AMT 64,908 64,908
001-0000-335.12-00	STATE REVENUE SHARING	1,557,134	1,679,572	1,661,634	1,661,634	1,689,240	1,856,144

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LEVEL 3 TEXT FL DEPT OF REVENUE WEBSITE LSW 6/10/15					TEXT AMT 1,856,144 1,856,144	
001-0000-335.14-00	MOBILE HOME LICENSES	142,431	137,779	137,500	137,500	145,574	137,500
	LEVEL 3 TEXT FY15 FORECASTED AMOUNT \$137,500					TEXT AMT 137,500 137,500	
001-0000-335.15-00	ALCOHOLIC BEV LIC	27,644	38,238	27,600	27,600	28,714	27,310
	LEVEL 3 TEXT BASED ON PRIOR YEARS AND YEAR TO DATE					TEXT AMT 27,310 27,310	
001-0000-335.18-00	LOCAL GOVT 1/2[SALES TAX	2,591,545	2,741,746	2,742,159	2,742,159	2,215,270	3,003,804
	LEVEL 3 TEXT FLORIDA DEPARTMENT OF REVENUE WEBSITE LSW 7/10/15					TEXT AMT 3,003,804 3,003,804	
001-0000-335.21-00	FIRE EDUCATION PAY	28,850	28,904	28,000	28,000	26,412	28,000
	LEVEL 3 TEXT PENDING FOR FY16					TEXT AMT 28,000 28,000	
001-0000-335.41-00	MTR FUEL TX REFUND	28,099	28,098	25,000	25,000	18,786	19,950
	LEVEL 3 TEXT FY15 FORECAST \$21,000*95%					TEXT AMT 19,950 19,950	
001-0000-337.10-00	GRANT FROM LOCAL UNITS	5,782	3,216	0	0	0	0
001-0000-337.20-00	PUBLIC SAFETY	1,000	3,000	0	0	0	0
001-0000-337.32-00	VOLUSIA CTY MANTEE PRO FE	90	76	0	0	0	0
001-0000-338.20-00	COUNTY-OCCUPATION	57,342	59,355	36,200	36,200	12,977	34,390
	LEVEL 3 TEXT FY15 FORECAST \$36,200*95%					TEXT AMT 34,390 34,390	
001-0000-341.17-00	APPLICATION REVIEW FEES	348,255	314,068	250,000	250,000	283,609	250,000
001-0000-341.18-00	INSPECTION FEES	600	0	0	0	0	0
001-0000-341.31-00	ENGINEERING REVIEW FEE	10,725	9,725	9,800	9,800	8,300	9,800
001-0000-341.39-00	ADMIN SERVICE FEES	1,376,074	1,336,750	1,409,924	1,409,924	1,174,937	1,372,725

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LEVEL 3 TEXT					TEXT AMT	
	ADMIN FEE FROM SOLID WASTE					309,387	
	ADMIN FEE FROM VEHICLE MAINT					43,509	
	ADMIN FEE FROM WATER & SEWER					668,593	
	ADMIN FEE FROM IT					80,120	
	ADMIN FEE FROM DRAINAGE					78,768	
	ADMIN FEE FROM RISK MGMT					89,715	
	ADMIN FEE FROM BLDG MAINT					50,296	
	ADMIN FEE FROM CD BLDG					34,037	
	ADMIN FEE FROM FIRE IMPACT					1,000	
	ADMIN FEE FROM TRANS IMPACT					2,800	
	ADMIN FEE FROM WS IMPACT					12,000	
	ADMIN FEE FROM REC IMPACT FEE					2,500	
						1,372,725	
001-0000-341.42-00	CLERK'S RECORDING FEES	4,463	6,725	3,000	3,000	2,106	2,000
	LEVEL 3 TEXT					TEXT AMT	
	DEPENDENT ON PROJECTS & CUSTOMER SERVICE LIENS					2,000	
	6/15/15 LSW					2,000	
001-0000-342.20-00	SPECIAL FIRE SER	85,680	67,840	26,640	26,640	50,000	50,000
	LEVEL 3 TEXT					TEXT AMT	
	CONTRACT W/ VOL CTY 6/16/15 LSW					50,000	
						50,000	
001-0000-342.30-00	FIRE CE TRAINING FEES	1,590	0	0	0	0	0
001-0000-342.31-00	FIRE CPR/EMS FEES	9,012	6,198	6,200	6,200	5,444	4,808
	LEVEL 3 TEXT					TEXT AMT	
	FY15 PROJECTED \$4,808					4,808	
						4,808	
001-0000-342.80-00	SPECIAL STREET SER	64,418	59,418	47,500	47,500	53,802	65,577
	LEVEL 3 TEXT					TEXT AMT	
	HIGHWAY MAINT MOA DATED 3/19/14, 3-YR TERM					65,577	
	6/16/15 LSW					65,577	
001-0000-342.82-00	OTHER FIRE SERVICES	0	1,300	0	0	1,450	0
001-0000-342.83-00	ANNUAL FIRE INSPECTIONS	6,775	6,609	6,550	6,550	6,704	6,600
001-0000-342.84-00	BLDG PLANS REVIEW FIRE	15,975	13,097	15,000	15,000	10,194	9,975
001-0000-342.86-00	FIRE HYDRANT FLOW TESTS	600	300	150	150	345	120
001-0000-343.20-00	NUISANCE ABATEMENT PROG	4,133	0	0	0	0	0

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-0000-347.78-00	PAVILION ALCOHOL FEE	0	1,050	1,500	1,500	0	0
	LEVEL 3 TEXT CONSOLIDATED INTO 001-0000-347.75-00					TEXT AMT	
001-0000-349.15-00	ADMIN FEE CTY IMPACT COLL	88	0	1,300	1,300	0	0
001-0000-349.18-00	MISC RECORDING (N JOURNAL	10,781	6,086	8,000	8,000	6,855	4,517
001-0000-351.10-00	FINES AND COURT CASES	118,957	115,301	100,000	100,000	104,550	100,000
	LEVEL 3 TEXT FY15 PROJECTION \$90,046 * 95% 6/16/15 LSW INCREASE TO \$100,000					TEXT AMT 85,543 14,457 100,000	
001-0000-351.19-00	COURT REIMBURSEMENT	100	0	0	0	0	0
001-0000-354.10-00	CODE ENFORCEMENT FINES	3,675	31,435	15,000	15,000	100,756	27,000
	LEVEL 3 TEXT FY15 FORECAST \$27,000					TEXT AMT 27,000 27,000	
001-0000-354.20-01	PARKING VIOLATIONS	6,079	9,120	2,400	2,400	3,240	3,200
001-0000-354.20-02	ANIMAL CITATIONS	5,137	7,579	4,100	4,100	4,229	5,000
001-0000-359.10-01	INVESTIGATIVE RESTITUTION	10,474	1,751	2,200	2,200	1,450	2,200
001-0000-361.10-00	INTEREST EARNINGS-INVESTM	34,710	52,430	60,000	60,000	108,011	100,000
001-0000-361.15-00	INTERNAL INTEREST EARNING	880	880	0	0	0	0
001-0000-362.00-00	RENTS & ROYALTIES	1,200	1,300	1,300	1,300	1,100	1,200
	LEVEL 3 TEXT RON DESANTIS LOCAL OFFICE RENTAL @ \$100 PER MONTH 6/16/15 LSW					TEXT AMT 1,200 1,200	
001-0000-362.10-00	PALMER LAND LEASE	80,000	80,000	80,000	80,000	80,000	80,000
001-0000-362.11-00	PALMER STORAGE LEASE	4,200	8,400	8,400	8,400	7,700	8,400
	LEVEL 3 TEXT NO CONTRACT. MONTH TO MONTH AT \$700 6/16/15 LSW					TEXT AMT 8,400 8,400	
001-0000-362.12-00	PALMER RENT AGC	0	438,796	439,496	439,496	438,796	438,796
	LEVEL 3 TEXT PER CONTRACT @ \$36,566.33 MO. 6/16/15 LSW					TEXT AMT 438,796 438,796	
001-0000-362.20-00	YMCA RENTAL	101,250	101,250	102,550	102,550	92,813	101,244
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	PER CONTRACT @ \$8437.00 MO. 6/16/15 LSW						101,244 101,244
001-0000-362.30-00	COUNCIL ON AGING	1,500	1,500	1,600	1,600	1,375	1,500
001-0000-362.40-00	VERIZON	23,805	23,805	23,805	23,805	23,805	23,805
LEVEL 3	TEXT PER CONTRACT THROUGH 2025 6/16/15 LSW					TEXT AMT 23,805 23,805	
001-0000-362.60-00	AT&T RENTAL	27,121	30,126	29,700	29,700	24,976	29,517
LEVEL 3	TEXT PER CONTRACT \$2459.73 PER MONTH X 12 MONTHS					TEXT AMT 29,517 29,517	
001-0000-364.22-00	PROPERTY	0	7,405	0	0	0	0
001-0000-364.23-00	SALE OF LAND	0	13,716	0	0	0	0
001-0000-364.41-00	EQUIPMENT	577	0	0	0	0	0
001-0000-364.42-00	INS. PROCEEDS	4,945	0	0	0	0	0
001-0000-364.49-00	GAIN/(LOSS) ON SALE F/A	3,882	0	0	0	0	0
001-0000-365.10-00	SCRAP SALES	8,508	4,331	0	0	2,021	0
001-0000-366.45-00	TREE PLANTING	0	350	0	0	0	0
001-0000-366.50-00	MAYOR & COUNCIL	119	0	0	0	0	0
001-0000-366.51-00	YOUTH ADVISORY BOARD	0	284	0	210	411	0
001-0000-366.75-00	VETERANS PARK DONATIONS	1,450	2,150	0	1,450	2,300	0
001-0000-366.81-00	DONATIONS FOR FIRE SVC	300	0	0	0	0	0
001-0000-366.82-00	PET SMART GRANT	0	18,000	0	0	0	0
001-0000-366.90-00	PRIVATE DONATIONS	0	1,120	0	500	500	0
001-0000-366.90-04	SCOREBOARDS	4,005	4,735	0	0	0	0
001-0000-366.99-00	RECREATION DONATIONS	2,884	0	0	0	1,690-	0
001-0000-366.99-05	CENTENNIAL DONATIONS	50,100	400	0	0	0	0
001-0000-367.01-00	TREE MITIGATION	2,376	81,312	0	10,000	10,000	0
001-0000-367.10-00	LICENSES	4,297	4,256	4,800	4,800	3,457	3,500
001-0000-369.15-00	CENTENNIAL MISC.	15	0	0	0	0	0
001-0000-369.36-00	ICMA FORFEITURES	12,364	25,602	0	0	59,071	0
001-0000-369.90-00	MISC REVENUE	14,421	15,602	30,000	30,000	28,772	20,000
001-0000-369.90-07	POG TV	546	535	1,000	1,000	528	500
LEVEL 3	TEXT BRIGHTHOUSE ANNUAL PAYMENT 6/16/15 LSW					TEXT AMT 500 500	
001-0000-369.90-15	LIEN SEARCH	42,075	46,743	35,000	35,000	52,349	50,000
LEVEL 3	TEXT AVG \$4,000 MO. IN FY 15					TEXT AMT 50,000 50,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-0000-369.90-16	BUS BENCH	33,074	56,353	22,800	22,800	32,190	22,000
	LEVEL 3						
	TEXT					TEXT	AMT
	BUS BENCH ADVERTISING AGREEMENT TO BE EXTENDED 6/16/15 LSW						22,000
							22,000
001-0000-369.91-00	MISC REVENUE POLICE	84,442	81,392	90,000	90,000	82,172	90,000
	LEVEL 3						
	TEXT					TEXT	AMT
	BASED ON PRIOR YEARS AND YEAR TO DATE						90,000
							90,000
001-0000-369.91-10	WRECKER/TOWING CNT REVENU	62,278	105,489	97,856	97,856	64,389	96,000
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENTLY OUT TO BID. PREVIOUS WRECKER SERVICE WAS PAYING \$8,000 PER MO. 6/17/15						96,000
							96,000
001-0000-369.91-20	POLICE TRAINING REVENUE	18,850	0	0	0	0	0
001-0000-369.98-00	MISC. FIRE REVENUE	51	11	0	0	0	0
001-0000-381.07-01	TRANS FRM 631 FUND	0	65	0	0	0	0
001-0000-381.21-00	TRANSFER FRM DRAINAGE	0	0	0	63,649	63,649	0
001-0000-381.37-00	TRANS FROM 203	63,987	0	0	0	0	0
001-0000-381.58-00	TRANSFER FROM 609	86,095	0	0	0	0	0
001-0000-382.20-00	IN LIEU OF TAX WATER/SWR	1,296,612	1,276,118	1,260,543	1,260,543	1,050,453	1,225,404
	LEVEL 3						
	TEXT					TEXT	AMT
	FY16						1,225,404
							1,225,404
001-0000-382.21-00	IN LIEU OF TAX DRAINAGE	189,828	186,277	191,841	191,841	159,867	184,572
	LEVEL 3						
	TEXT					TEXT	AMT
	FY16						184,572
							184,572
001-0000-382.70-00	SOLID WASTE	236,244	193,978	193,875	193,875	161,563	204,425
	LEVEL 3						
	TEXT					TEXT	AMT
	FY16						204,425
							204,425
001-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,243,839	2,293,708	0	1,000,000
	LEVEL						
	TEXT					TEXT	AMT

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	FY16 PROPOSED USAGE OF APPR. EQUITY *****						1,000,000
	FY15 DETAIL:						
	\$1,243,839 AMT APPROVED TO BALANCE FY15 BUDGET						
	92,218 BUD RESO 14-70 PRIOR YR EN CARRYOVER						
	246,334 BUD RESO 14-70 PRIOR YR PROJ CARRYOVER						
	38,275 BUD RESO 14-72 ADD'L CARRYOVER LITIGTN						
	265,000 BUD RESO 15-6 SOCCER FIELD RELEVELING						
	17,558 BUD RESO 15-5 VARIOUS ITEMS						
	81,317 BUD RESO 15-27 VARIOUS ITEMS						
	114,000 BUD RESO 15-33 115 HERBERT ST ACQ.						

	\$2,098,541 FY15 ADJ TOTAL AS OF 7-17-15						1,000,000

*		30,358,177	31,463,369	32,042,968	33,179,979	27,571,158	33,304,295

**	GENERAL FUND	30,358,177	31,463,369	32,042,968	33,179,979	27,571,158	33,304,295

***	GENERAL FUND	30,358,177	31,463,369	32,042,968	33,179,979	27,571,158	33,304,295

****	GENERAL FUND	30,358,177	31,463,369	32,042,968	33,179,979	27,571,158	33,304,295

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
001-1000-519.31-12	LEGAL SERVICES	549	0	0	0	0	0
001-1000-519.31-13	OTHER PROF. SERVICES	72,228	59,067	128,746	234,825	90,949	70,000
LEVEL 3		TEXT		TEXT		AMT	
		*GOVERNMENTAL CONSULTING				40,000	
		*OPEB UPDATED EVERY 2 YEARS (OPEB DONE IN FY15 SO \$0 NEEDED IN FY16)					
		*INDEPENDENT ACTUARY FOR ALL 3 PENSION PLANS (RECOMMENDED BY EXTERNAL AUDITORS)				50,000	
		*OTHER MISC PROFESSIONAL SERVICES				30,000	

		*REMOVE THE INDEPENDENT ACTUARY PER CM				50,000-	

						70,000	
001-1000-519.31-16	AUDIT FEE	40,999	0	0	0	0	0
001-1000-519.34-15	TEMP HELP SERVICE FEE	11,000	0	0	0	0	0
001-1000-519.40-00	TRAVEL PER DIEM	5,640	1,776	0	2,171	2,167	0
001-1000-519.40-10	EMPLOYEE TRAINING	13,887	14,331	25,000	25,000	15,091	25,000
001-1000-519.40-11	TRAVEL MOVING EXPENSE	4,669	0	0	0	0	0
001-1000-519.44-13	FLEET FINANCING	1,202	1,202	1,202	1,202	1,002	1,202
001-1000-519.49-16	COMPUTER HARDWARE	0	0	0	3,351	0	0
001-1000-519.49-19	LICENSES, TAXES & FEES	8,242	2,820	10,500	15,900	14,213	11,000
LEVEL 3		TEXT		TEXT		AMT	
		PO BUSINESS PARK ASSESSMENT				8,000	
		OTHER TAXES, LICENSES, & FEES				3,000	
						11,000	
001-1000-519.49-20	NON CAPITAL EQUIPMENT	0	0	0	3,631	3,631	0
001-1000-519.49-61	DATA PROCESSING 501	665,348	774,151	755,314	755,314	629,428	674,842
001-1000-519.49-64	INSURANCE 504	717,411	589,207	810,619	810,619	675,516	832,479
001-1000-519.49-66	TRF TO 506 BLDG MAINT FD	214,704	234,209	264,022	264,022	220,018	272,513
LEVEL 3		TEXT		TEXT		AMT	
		INITIAL				264,845	
		ADJUSTMENT (LP 9/2/15)				7,668	
						272,513	
001-1000-519.52-00	OTHER OPERATING SUPPLIES	1,218	202	0	1,005	1,005	0
001-1000-519.52-02	SPECIAL INVENTORY ACCT	0	0	0	0	282,765	0
001-1000-519.52-17	AGRICULTURE SUPPLIES	0	1,125	0	116,331	1,875	0
001-1000-519.52-19	OTHER OPERATING-DONATED'	403	412	0	5,490	3,056	0
001-1000-519.54-00	DUES & MEMBERSHIPS	2,000	0	0	0	0	0
* OPERATING EXPENSE		1,759,500	1,678,502	1,995,403	2,238,861	1,940,716	1,887,036

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1000-519.63-97	PROJ CAPITAL OUTLAY	0	0	0	10,000	7,800	0
001-1000-519.64-00	MACH & EQUIPMENT	0	0	0	42,746	8,267	0
* CAPITAL OUTLAY		0	0	0	52,746	16,067	0
001-1000-519.81-19	VOL CTY BUSINESS DEV CORP	0	0	34,020	34,020	33,730	34,500
LEVEL 3	TEXT					TEXT AMT	
	TEAM VOLUSIA BUSINESS DEV PARTNERSHIP					28,750	
	(.50 PER CAPITA BASED OFF 57,500)						
	VOLUSIA TPO					5,750	
						34,500	
001-1000-519.83-00	OTHER GRANTS AND AID	2,500	0	0	0	0	0
* GRANTS & AIDE		2,500	0	34,020	34,020	33,730	34,500
001-1000-519.91-51	TRANSFER TO 201	1,025	0	0	0	0	0
001-1000-581.90-58	TRF TO 207 DEBT SERVICE	298,281	0	0	0	0	0
001-1000-581.91-09	TRANSFER TO 109	0	0	0	2,613	2,613	0
001-1000-581.91-14	TRANSFER TO 401	0	0	0	9,579	9,579	0
001-1000-581.91-18	TRANSFER TO 410	0	0	0	888	888	0
001-1000-581.91-33	TRANSFER TO 412 FUND	0	0	850,000	850,000	847,500	0
LEVEL 3	TEXT					TEXT AMT	
	PLACEHOLDER FOR TRANSFER TO 412 FOR FY16 CIP						
	PROJECTS						
		0	0	0	1,911	1,911	0
001-1000-581.91-41	TRANSFER TO 501	0	0	0	4,104	4,104	0
001-1000-581.91-44	TRANSFER TO 504	0	0	0	1,125	938	1,125
001-1000-581.91-51	TRANSFER TO 201	0	1,125	1,125	1,125		
LEVEL 3	TEXT					TEXT AMT	
	TRANSFER TO 201 TO FUND ADMIN FEE AND					1,125	
	AUDIT CONF FEE FOR 97 CAP IMPRV RV REF BNDS						
						1,125	
001-1000-581.91-64	TRANSFER TO 103 FUND	0	0	0	294,500	114,000	0
001-1000-581.91-70	TRANSFER TO 317 FUND	0	250,000	250,000	515,000	515,000	500,000
LEVEL 3	TEXT					TEXT AMT	
	PLACEHOLDER FOR TRANSFER TO 317 FOR FY16 CIP					186,500	
	PROJECTS						
	ADDITIONAL FUNDING IDENTIFIED PER CM (MM 7/27/15)					313,500	
						500,000	
001-1000-581.91-73	TFR TO 317 GEN CP REPL FD	0	300,000	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1000-581.91-79	TRANSFER TO 626 FUND	0	34,824	0	0	0	0
*	TRANSFERS	299,306	585,949	1,101,125	1,679,720	1,496,533	501,125
001-1000-519.99-10	CONTINGENCY	0	0	0	5,487	0	54,040
	LEVEL 3						
	TEXT						
	INITIAL TO OFFSET SOME EXPENSE REDUCTIONS						8,289

	INCREASE TO BALANCE FUND (LP 9-2-15)						45,751
							54,040
*	NON-OPERATING EXPENSE	0	0	0	5,487	0	54,040
**	NON DEPTMENTAL	2,061,306	2,264,451	3,130,548	4,010,834	3,487,046	2,476,701
***	NON DEPARTMENTAL	2,061,306	2,264,451	3,130,548	4,010,834	3,487,046	2,476,701

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
MAYOR & COUNCIL							
MAYOR & COUNCIL							
001-1100-511.12-00	SALARIES AND WAGES	73,000	74,056	73,000	73,000	68,193	73,399
	LEVEL 3 TEXT CURRENT COUNCIL					TEXT AMT 73,399 73,399	
001-1100-511.21-00	FICA TAXES	4,937	4,925	5,587	5,587	4,398	5,619
	LEVEL 3 TEXT CURRENT COUNCIL					TEXT AMT 5,619 5,619	
001-1100-511.22-00	RETIREMENT CONTRIBUTION	465	465	465	465	426	468
	LEVEL 3 TEXT CURRENT COUNCIL					TEXT AMT 468 468	
001-1100-511.23-00	HEALTH INSURANCE	10,505	12,166	12,704	12,704	15,019	19,349
	LEVEL 3 TEXT HEALTH DENTAL LIFE ADDL COUNCIL HEALTH INS (RK 090215)					TEXT AMT 11,940 1,182 257 5,970 19,349	
001-1100-511.24-00	WORKER'S COMPENSATION	66	66	69	69	69	69
001-1100-511.26-00	EAP BENEFIT	187	187	186	186	172	186
* PERSONNEL SERVICES		89,160	91,865	92,011	92,011	88,277	99,090
001-1100-511.31-13	OTHER PROF. SERVICES	25,313	30,210	37,592	32,242	32,438	40,000
	LEVEL 3 TEXT CHAMBER OF COMMERCE CONTRACT NEW => INTERNAL AUDIT SERVICES *TIES TO GOAL 4 FISCAL SUSTAINABILITY AND OBJECTIVE 6 EXPLORE INTERNAL AUDITING NEEDS AND CAPABILITIES.					TEXT AMT 20,000 20,000	
							40,000
001-1100-511.40-00	TRAVEL PER DIEM	1,104	2,443	2,000	2,000	1,816	2,000
	LEVEL 3 TEXT 1 COUNCIL PERSON TO FLC CONFERENCE AT \$1,000/EACH					TEXT AMT 2,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	VOLUSIA LEAGUE DINNERS, MISC TRAINING						2,000
001-1100-511.41-00	COMMUNICATION SERVICES	4,536	4,121	4,000	4,000	4,277	2,724
	LEVEL 3 TEXT					TEXT AMT	
							91
	LONG DISTANCE TIME WARNER						713
	FAX AND ANALOG LINES (STATE CONTRACT)						1,920
	4 IPADS AT \$50 PER MONTH PER COUNCILMEMBER						2,724
001-1100-511.46-10	GENERAL EQUIP MAINT	62	151	500	500	85	200
	LEVEL 3 TEXT					TEXT AMT	
							200
	COPIER MAINTENANCE BASED ON PRINT VOLUME 2014 ACT						200
001-1100-511.48-04	PUB RELATION ACTIVITY	1,603	1,574	1,500	1,503	1,503	1,625
	LEVEL 3 TEXT					TEXT AMT	
							122
	STUDENT GOV DAY FOOD						800
	ADVISORY BOARD RECEPTION						517
	FAMILY DAYS PROMOTIONAL ITEMS						186
	EMPLOYEE HOLIDAY APPRECIATION						30,000
	PUBLIC RELATIONS CAMPAIGN (GOAL 6, OBJ 3)						30,000-
	REMOVE PUBLIC RELATIONS CAMPAIGN PER CM						1,625
001-1100-511.49-66	TRF TO 506 BLDG MAINT FD	54,864	57,545	52,719	52,719	43,933	45,840
	LEVEL 3 TEXT					TEXT AMT	
							43,939
	INITIAL						1,901
	ADJUSTMENT (LP 9/2/15)						45,840
001-1100-511.51-00	OFFICE SUPPLIES	8,947	671	5,500	4,797	119	4,000
	LEVEL 3 TEXT					TEXT AMT	
							4,000
	PAPER, PENS, BINDERS, STAPLES, ETC (ON PCARD)						4,000
	BASED ON HISTORICAL ACTUALS						
001-1100-511.52-00	OTHER OPERATING SUPPLIES	0	0	0	300	410	9,246
	LEVEL 3 TEXT					TEXT AMT	
							9,246
	NAME TAGS, CATERING, NEWS SCRAP BOOK, VARIOUS						9,246

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1100-511.52-15	POSTAL SERVICE	242	67	500	500	40	100
	LEVEL 3 TEXT BASED ON HISTORICAL ACTUALS AND NO PROPOSED INCREASE IN POSTAL RATES BY USPS					TEXT AMT	100
							100
001-1100-511.54-00	DUES & MEMBERSHIPS	5,730	6,137	6,000	7,850	7,850	12,072
	LEVEL 3 TEXT FLC DUES BASED ON EST. POP 57,524 * .107295014 VOLUSIA LEAGUE OF CITIES DUES \$2,000 ALLIANCE FOR INNOVATION DUES \$3,900					TEXT AMT	6,172
							2,000
							3,900
							12,072
001-1100-511.54-01	BOOKS & SUBSCRIPTIONS	0	3,900	0	3,900	3,900	0
*	OPERATING EXPENSE	102,401	106,819	110,311	110,311	96,371	117,807
**	MAYOR & COUNCIL	191,561	198,684	202,322	202,322	184,648	216,897
***	MAYOR & COUNCIL	191,561	198,684	202,322	202,322	184,648	216,897

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
CITY MANAGER CITY MANAGER 001-1200-512.12-00	SALARIES AND WAGES	362,728	325,251	308,385	305,685	283,354	335,896
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE NEW CM/SP ASSIST ALLOC CHNG(RK 090215)					TEXT AMT 328,190 9,845 2,139- 335,896	
001-1200-512.12-10	CAR ALLOWANCE	4,569	5,712	6,600	6,600	231	6,000
	LEVEL 3 TEXT CAR ALLOWANCE REDUCTION PER CM					TEXT AMT 6,600 600- 6,000	
001-1200-512.14-00 001-1200-512.21-00	OVERTIME FICA TAXES	0 26,751	91 23,338	425 24,131	0 24,131	0 21,521	425 26,191
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE NEW CM/SP ASSIST ALLOC CHNG(RK 090215)					TEXT AMT 25,142 754 295 26,191	
001-1200-512.22-00	RETIREMENT CONTRIBUTIONS	37,130	36,131	44,976	44,976	9,521	43,602
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE NEW CM/SP ASSIST ALLOC CHNG(RK 090215)					TEXT AMT 41,504 1,243 855 43,602	
001-1200-512.23-00	HEALTH INSURANCE	15,194	16,289	22,085	22,085	9,059	17,791
	LEVEL 3 TEXT HEALTH INS DENTAL LIFE INS 3.0% IMPACT ON LIFE INSURANCE NEW CM/SP ASSIST ALLOC CHNG(RK 090215)					TEXT AMT 20,895 1,379 1,019 31 5,533- 17,791	
001-1200-512.24-00	WORKER'S COMPENSATION	307	256	284	284	284	298
	LEVEL 3 TEXT CURRENT STAFF					TEXT AMT 292	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3.0% WAGE INCREASE NEW CM/SP ASSIST ALLOC CHNG(RK 090215)						8 2- 298
001-1200-512.26-00	EAP BENEFIT	137	126	130	130	58	138
* PERSONNEL SERVICES		446,816	407,194	407,016	403,891	324,028	430,341
001-1200-512.31-13	PROFESSIONAL SERVICES	0	0	0	832	832	0
001-1200-512.40-00	TRAVEL PER DIEM	974	2,038	4,750	7,043	6,139	4,250
	LEVEL 3 TEXT					TEXT AMT	
	TRANSFORMING LOCAL GOVERNMENT						1,000
	ICMA						1,000
	2 PEOPLE TO FCCMA						1,200
	TRAVEL FOR ICMA CREDENTIALIING PROGRAM						1,000
	VARIOUS MILEAGE						50
							4,250
001-1200-512.41-00	COMMUNICATION SERVICES	5,194	4,908	4,600	4,600	3,560	3,556
	LEVEL 3 TEXT					TEXT AMT	
	TIME WARNER LONG DISTANCE						722
	FAX AND ANALOG LINES (STATE CONTRACT)						434
	3 CELL PHONES (2 FOR \$60/MO AND 1 FOR \$40/MO)						1,920
	2 IPADS (\$40/MONTH EACH)						960
	REDUCE TO 1 IPAD AT 40/MONTH PER CM						480-
							3,556
001-1200-512.45-19	VEHICLE INSURANCE	219	0	0	0	0	0
001-1200-512.46-12	VEH MAINT/REPAIR	1,199	0	0	0	0	0
001-1200-512.46-18	CONT MAINT/COMM EQUIP	0	0	0	0	530	0
	LEVEL 3 TEXT					TEXT AMT	
	NEW IPAD FOR NEW CM WITH COMMUNICATIONS PACKAGE						530
	1 TIME EXPENSE						
	REMOVE IPAD PER CM						530-
001-1200-512.47-00	PRINTING AND BINDING	0	0	0	0	0	12,000
	LEVEL 3 TEXT					TEXT AMT	
	QUARTERLY NEWSLETTERS - 4 PER YEAR ESTIMATED						12,000
	AT \$3,000 PER ISSUE						

	(PREVIOUSLY, THIS WAS BUDGETED IN THE SOLID WASTE						
	FUND 410)						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							12,000
001-1200-512.49-66	TFR TO 506 BLDG MAINT FD	54,636	57,299	52,493	52,493	43,744	45,644
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 43,751 1,893 45,644	
001-1200-512.51-00	OFFICE SUPPLIES	4,189	3,089	2,940	2,940	1,519	2,600
	LEVEL 3 TEXT BASED ON STRAIGHT LINE FORECAST OF OFFICE EXP					TEXT AMT 2,600 2,600	
001-1200-512.52-00	OTHER OPERATING SUPPLIES	0	0	0	0	558	1,571
	LEVEL 3 TEXT BASED ON CURRENT EXPENSES FROM VISA FOOD, PRESENTATION AND TRAINING MATERIALS FOR INTERNAL PROCESS IMPROVEMENT GROUP GOAL 6 OBJECTIVE 5 (CONTINUOUS PROCESS IMPROVEMENT)					TEXT AMT 71 1,500	1,571
001-1200-512.52-10	GAS,DIESEL,OIL,& GREASE	335	0	0	0	0	0
001-1200-512.52-15	POSTAL SERVICE	355	394	400	400	403	19,200
	LEVEL 3 TEXT MISC POSTAGE - ORIGINAL ESTIMATE MISC POSTAGE - INCREASE BASED ON ACTUALS POSTAGE FOR QUARTERLY NEWSLETTER \$4,700 @ 4 TIMES ***** (THE NEWSLETTER POSTAGE WAS PREVIOUSLY IN THE THE SOLID WASTE FUND 410) *****					TEXT AMT 208 192 18,800	
							19,200
001-1200-512.54-00	DUES AND MEMBERSHIPS	2,431	1,249	3,225	3,225	2,000	4,970
	LEVEL 3 TEXT ICMA BASED ON ASSUMED SALARIES FOR CM AND ACM TIMES 0.008 FCCMA DUES BASED ON \$3 PER \$1,000 OF SALARY FOR CM AND ACM UCF FOR FLORIDA BENCHMARKING CONSORTIUM BASED ON CURRENT RATES (UCF DOES NOT EXPECT INCREASE)					TEXT AMT 2,160 810 2,000 4,970	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*	OPERATING EXPENSE	69,532	68,977	68,408	71,533	59,285	93,791
001-1200-512.99-10	CONTINGENCY	0	0	0	0	0	49,718
	LEVEL 3 TEXT MOVE INTERIM CM 3 MTHS FROM PERSONNEL (RK 090215)					TEXT AMT 49,718 49,718	
*	NON-OPERATING EXPENSE	0	0	0	0	0	49,718
**	CITY MANAGER	516,348	476,171	475,424	475,424	383,313	573,850
***	CITY MANAGER	516,348	476,171	475,424	475,424	383,313	573,850

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1300-514.12-00	LEGAL SERVICES LEGAL SERVICES SALARIES AND WAGES	198,520	251,599	287,383	282,467	218,583	317,955
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE 2ND ASSIST CITY ATTY @ 11 MTHS (RK 090215)					TEXT AMT 259,549 7,734 50,672 317,955	
001-1300-514.12-10	CAR ALLOWANCE	0	0	0	0	0	3,600
	LEVEL 3 TEXT ALLOWANCE FOR ASST. CITY ATTORNEY (\$300/MONTH)					TEXT AMT 3,600 3,600	
001-1300-514.12-20	CAP/OTHER LABOR OFFSET	0	19,275-	0	0	7,500-	0
001-1300-514.14-00	OVERTIME	3,749	8,995	3,000	23,000	8,143	13,000
	LEVEL 3 TEXT ORIGINAL OVERTIME REQUEST INCREASE REQUEST ----- NOTE TO CM: FY16 PERSONNEL CHANGES WITHDRAWN, SO THIS ACCOUNT IS INCREASED BY \$10,000.					TEXT AMT 3,000 10,000 13,000	
001-1300-514.15-10	CERTIFICATION/LICENSES	1,190	940	1,328	1,328	185	1,600
	LEVEL 3 TEXT \$500 PER ATTORNEY \$200 PER PARALEGAL/ADMIN					TEXT AMT 1,000 600 1,600	
001-1300-514.21-00	FICA TAXES	16,524	19,103	21,953	22,033	16,063	25,599
	LEVEL 3 TEXT CURRENT STAFF OVERTIME 3.0% WAGE INCREASE 2ND ASSIST CITY ATTY @ 11 MTHS (RK 090215)					TEXT AMT 20,135 996 591 3,877 25,599	
001-1300-514.22-00	RETIREMENT CONTRIBUTIONS	29,694	28,961	34,652	34,788	27,368	39,524
	LEVEL 3 TEXT CURRENT STAFF					TEXT AMT 33,453	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3.0% WAGE INCREASE 2ND ASSIST CITY ATTY @ 11 MTHS (RK 090215)						1,003 5,068 39,524
001-1300-514.23-00	HEALTH INSURANCE	20,030	22,066	28,041	28,156	23,185	36,360
	LEVEL 3 TEXT CURRENT STAFF - HEALTH INS CURRENT STAFF - DENTAL INS CURRENT STAFF - LIFE INS 3.0% WAGE INCREASE 2ND ASSIST CITY ATTY @ 11 MTHS (RK 090215)					TEXT AMT 26,865 1,773 1,165 35 6,522 36,360	
001-1300-514.24-00	WORKER'S COMPENSATION	164	183	206	206	200	263
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE OVERTIME 2ND ASSIST CITY ATTY @ 11 MTHS (RK 090215)					TEXT AMT 202 5 11 45 263	
001-1300-514.25-00	UNEMPLOYMENT COMP	0	0	0	0	2,799	0
001-1300-514.26-00	EAP BENEFIT	131	141	167	167	142	205
	LEVEL 3 TEXT CURRENT STAFF 2ND ASSIST CITY ATTY @ 11 MTHS (RK 090215)					TEXT AMT 167 38 205	
* PERSONNEL SERVICES		270,002	312,713	376,730	392,145	289,168	438,106
001-1300-514.31-12	LEGAL SERVICES	110,124	116,966	141,032	146,032	141,850	141,032
	LEVEL 3 TEXT BASE REQUEST REDUCE BY \$10,000 BUT SUBJECT TO APPROVAL OF FY16 PERSONNEL BUDGET. IF IT ISN'T APPROVED, THE \$10K WOULD NEED TO BE RESTORED. FY16 PERSONNEL CHANGES WITHDRAWN SO RESTORING THE \$10K REDUCTION ABOVE.					TEXT AMT 141,032 10,000- 10,000 141,032	
001-1300-514.31-13	OTHER PROF. SERVICES	0	0	0	7,775	0	12,103
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	MISCELLANEOUS PROF. SERVICES						12,103 12,103
001-1300-514.34-15	TEMP HELP SERVICE FEE	11,630	1,783	0	6,000	5,778	0
001-1300-514.40-00	TRAVEL PER DIEM	3,386	3,458	3,000	6,000	3,998	6,018
LEVEL 3	TEXT					TEXT AMT	
	FL MUNICIPAL ATTORNEYS ASSOC (FMAA)						1,736
	FL ASSOC OF POLICE ATTORNEYS (FAPA)						1,592
	FL LEAGUE OF CITIES 2015 SUMMIT						48
	CERTIFICATION REIIEW COURSE						895
	ANNUAL GOV'T LAW IN FL						457
	NATL ASSOC OF LEGAL ASSISTANTS (NALA)						1,290
							6,018
001-1300-514.41-00	COMMUNICATION SERVICE	1,462	2,935	2,000	2,000	2,948	3,000
LEVEL 3	TEXT					TEXT AMT	
	TIME WARNER - CISCO DEPT PHONES (\$53/ MONTH)						636
	AT&T MOBILITY - 2 EA. CELL PHONES (\$165/MONTH)						1,980
	AT&T MOBILITY - ESTIMATED ANNUAL AIR CARD CHARGES						384
							3,000
001-1300-514.44-13	FLEET FINANCING	767	0	0	0	0	0
001-1300-514.46-11	REGULAR MAINT/INSP EQUIP	0	88	500	1,500	678	1,200
LEVEL 3	TEXT					TEXT AMT	
	COPY MAINTENANCE COST FOR NEW COPIER						1,200
	PURCHASED IN FY14						
	(ESTIMATING \$100/MONTH)						
							1,200
001-1300-514.46-16	BUILDING MAINTENANCE	0	520	0	0	0	0
001-1300-514.46-18	CONT MAINT/COMM. EQUIP	0	0	5	5	200	0
001-1300-514.49-02	COMPUTER SOFTWARE	9,518	12,011	0	0	0	1,200
LEVEL 3	TEXT					TEXT AMT	
	LEGALFILES SOFTWARE LICENSE						1,200
							1,200
001-1300-514.49-20	EQUIPMENT NON-CAPITAL	2,470	2,647	0	1,500	2,113	500
LEVEL 3	TEXT					TEXT AMT	
	SNAP SCANNER						500
							500
001-1300-514.49-66	TFR TO 506 BLDG MAINT FD	40,956	42,951	39,353	39,353	32,794	34,221
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	INITIAL ADJUSTMENT (LP 9/2/15)						32,803 1,418 34,221
001-1300-514.51-00	OFFICE SUPPLIES	4,359	5,234	3,085	3,085	2,874	3,085
001-1300-514.52-00	OTHER OPERATING SUPPLIES	0	0	291	291	412	400
LEVEL 3	TEXT MISCELLANEOUS					TEXT AMT	400 400
001-1300-514.52-15	POSTAL SERVICE	389	405	600	600	312	500
001-1300-514.54-00	DUES & MEMBERSHIPS	947	948	1,200	1,200	855	1,500
LEVEL 3	TEXT FLORIDA BAR LICENSING FOR PERSONNEL					TEXT AMT	1,500 1,500
001-1300-514.54-01	BOOKS & SUBSCRIPTIONS	8,426	7,044	9,500	9,500	7,860	9,500
*	OPERATING EXPENSE	194,434	196,990	200,566	224,841	202,672	214,259
001-1300-514.64-00	MACH & EQUIPMENT	5,089	6,273	0	0	0	0
*	CAPITAL OUTLAY	5,089	6,273	0	0	0	0
**	LEGAL SERVICES	469,525	515,976	577,296	616,986	491,840	652,365
***	LEGAL SERVICES	469,525	515,976	577,296	616,986	491,840	652,365

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1500-513.12-00	CITY CLERK CITY CLERK SALARIES AND WAGES	86,175	97,494	97,838	117,471	103,661	129,804
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	119,513
						RECLASSIFY OAV TO DEPUTY CITY CLERK-APPROVED IN 15	6,568
						3% WAGE INCREASE	3,723
							129,804
001-1500-513.21-00	FICA TAXES	6,538	7,260	7,486	8,978	7,584	9,932
	LEVEL 3					TEXT AMT	
						PRELIMINARY BUDGET	9,145
						RECLASSIFY OAV TO DEPUTY CITY CLERK-APPROVED IN 15	503
						3% WAGE INCREASE	284
							9,932
001-1500-513.22-00	RETIREMENT CONTRIBUTIONS	12,289	9,668	9,785	10,451	10,221	12,983
	LEVEL 3					TEXT AMT	
						PRELIMINARY BUDGET	11,953
						RECLASSIFY OAV TO DEPUTY CITY CLERK APPROVED IN 15	657
						3% WAGE INCREASE	373
							12,983
001-1500-513.23-00	HEALTH INSURANCE	12,547	12,943	18,413	18,815	17,142	19,450
	LEVEL 3					TEXT AMT	
						HEALTH INS	17,980
						DENTAL INS	1,182
						LIFE INS	347
						3.0% ON LIFE	11
						RECLASSIFY OAV TO DEPUTY CITY CLERK-APPROVED IN 15	21
						PER ADDL REVIEW (090215)	91-
							19,450
001-1500-513.24-00	WORKER'S COMPENSATION	77	87	90	311	107	110
	LEVEL 3					TEXT AMT	
						PRELIMINARY BUDGET	106
						3.0% WAGE INCREASE	4
							110
001-1500-513.26-00	EAP BENEFIT	99	109	112	112	104	149
*	PERSONNEL SERVICES	117,725	127,561	133,724	156,138	138,819	172,428

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1500-513.31-13	OTHER PROF. SERVICES	14,629	16,757	19,000	18,580	17,725	19,000
	LEVEL 3 TEXT					TEXT AMT	
							5,000
							3,150
							2,000
							8,850
							19,000
001-1500-513.34-15	TEMP HELP SERVICE FEE	14,558	1,532	0	0	0	0
001-1500-513.40-00	TRAVEL PER DEIM	856	320	1,000	900	874	1,000
	LEVEL 3 TEXT					TEXT AMT	
							1,000
							1,000
001-1500-513.40-10	EMPLOYEE TRAINING	575	1,124	1,000	1,500	1,789	1,000
	LEVEL 3 TEXT					TEXT AMT	
							1,000
							1,000
001-1500-513.41-00	COMMUNICATION SERVICES	1,015	1,194	1,200	1,520	1,010	1,680
	LEVEL 3 TEXT					TEXT AMT	
							480
							1,200
							1,680
001-1500-513.44-10	EQUIP/OTHER RENTAL/LEASE	0	2,292	2,700	2,475	2,025	2,700
	LEVEL 3 TEXT					TEXT AMT	
							2,700
							2,700
001-1500-513.46-11	REGULAR MAINT/INSP EQUIP	2,804	4,105	3,600	3,900	3,431	1,660
	LEVEL 3 TEXT					TEXT AMT	
							1,660
							1,660

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1500-513.49-01	ADVERTISING	38,862	30,000	45,408	43,488	41,847	43,000
	LEVEL 3 TEXT LEGAL ADVERTISEMENTS					TEXT AMT 43,000 43,000	
001-1500-513.49-02	COMPUTER SOFTWARE	0	3,300	0	0	0	11,420
	LEVEL 3 TEXT SUITEONE AGENDA MANAGEMENT SOFTWARE JUSTFOIA PUBLIC RECORDS REQUEST TRACKING SOFTWARE					TEXT AMT 6,000 5,420 11,420	
001-1500-513.49-04	OTHER CHARGES FOR SERV	10,933	18,388	12,000	13,500	13,500	14,000
	LEVEL 3 TEXT CLERK OF COURT (RECORDINGS) SIMPLIFILE (E-RECORDINGS)					TEXT AMT 8,000 6,000 14,000	
001-1500-513.49-20	NON CAPITAL EQUIPMENT	0	430	0	0	0	0
001-1500-513.49-66	TFR TO 506 BLDG MAINT FD	41,100	43,107	39,490	39,490	32,908	34,336
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 32,911 1,425 34,336	
001-1500-513.51-00	OFFICE SUPPLIES	2,157	3,701	2,622	2,847	2,820	2,630
	LEVEL 3 TEXT GENERAL OFFICE SUPPLIES FOR THE CLERK'S OFFICE					TEXT AMT 2,630 2,630	
001-1500-513.52-00	OTHER OPERATING SUPPLIES	1,674	917	1,500	1,500	1,224	1,100
	LEVEL 3 TEXT INCLUDES NOTARY FEES, NAME PLATES, AND OTHER MISC. SUPPLIES REDUCED BY CM 07-27-15 KM					TEXT AMT 1,500 400- 1,100	
001-1500-513.52-15	POSTAL SERVICE	711	569	1,000	475	403	800
	LEVEL 3 TEXT POSTAGE REDUCED BY CM 07-27-15 KM					TEXT AMT 1,000 200- 800	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1500-513.54-00	DUES & MEMBERSHIPS	395	235	600	845	730	1,070
	LEVEL 3						
	TEXT					TEXT AMT	
	IIMC MEMBERSHIP			X2-CITY CLERK & DEPUTY CITY			390
	FACC MEMBERSHIP			X2 - CITY CLERK & DEPUTY CC			250
	FIRST AMENDMENT			FOUNDATION MEMBERSHIP			275
	FLORIDA RECORDS			MANAGEMENT ASSOC MEMBERSHIP			155
							1,070
001-1500-513.54-01	BOOKS & SUBSCRIPTIONS	101	174	135	235	143	143
	LEVEL 3						
	TEXT					TEXT AMT	
	NEWSJOURNAL			SUBSCRIPTION			143
							143
*	OPERATING EXPENSE	130,370	128,145	131,255	131,255	120,429	135,539
**	CITY CLERK	248,095	255,706	264,979	287,393	259,248	307,967
***	CITY CLERK	248,095	255,706	264,979	287,393	259,248	307,967

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
FINANCE FINANCE 001-1600-513.12-00	SALARIES AND WAGES	407,048	468,635	604,950	581,258	500,203	706,024
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					602,925	
	NEW POSITION - PURCHASING COORDINATOR					39,652	
	NEW POSITION - ACCOUNTANT 1 (3/4 OF YEAR)					29,739	
	NEW CONTRACT ASSISTANCE					18,847	
	3.0% WAGE INCREASE					19,913	
	SICK LEAVE BUY BACK/ACCRUAL PAYOUT					2,573	
	NEW POS @ 11 MTHS & COR MISC OT ERR (RK 090215)					7,625-	
						706,024	
001-1600-513.14-00	OVERTIME	4,355	3,524	4,100	8,700	7,665	4,500
001-1600-513.21-00	FICA TAXES	30,201	34,375	46,598	47,047	37,645	54,364
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					45,786	
	OVERTIME					345	
	NEW POSITION -PURCHASING COORDINATOR					3,034	
	NEW POSITION - ACCOUNTANT 1					2,276	
	3.0% WAGE INCREASE					1,523	
	SICK LEAVE BUY BACK/ACCRUAL PAYOUT					197	
	NEW CONTRACT ASSISTANCE					1,442	
	NEW POS @ 11 MTHS (RK 090215)					239-	
						54,364	
001-1600-513.22-00	RETIREMENT CONTRIBUTIONS	60,104	50,237	75,043	75,207	53,829	84,901
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					70,561	
	NEW POSITION - PURCHASING COORDINATOR					6,226	
	NEW POSITION - ACCOUNTANT 1					4,670	
	3.0% WAGE INCREASE					2,443	
	PER ADDL REVIEW (RK 090215)					1,001	
						84,901	
001-1600-513.23-00	HEALTH INSURANCE	37,824	41,449	71,263	71,402	47,272	88,043
	LEVEL 3						
	TEXT					TEXT AMT	
	HEALTH - CURRENT					68,655	
	DENTAL - CURRENT					4,531	
	LIFE - CURRENT					1,851	
	HEALTH - NEW POSITION - PURCHASING COORD					5,970	
	DENTAL - NEW POSITION - PURCHASING COORD					394	
	LIFE - NEW POSITION - PURCHASING COORD					123	
	HEALTH - NEW POSITION - ACCOUNTANT I					5,970	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	DENTAL - NEW POSITION - ACCOUNTANT I						394
	LIFE - NEW POSITION - ACCOUNTANT I						93
	3.0% ON LIFE INS						59
	PER ADDL REVIEW (RK 090215)						3
							88,043
001-1600-513.24-00	WORKER'S COMPENSATION	374	402	553	558	527	628
	LEVEL 3 TEXT					TEXT AMT	
	CURRENT STAFF						530
	OVERTIME						4
	NEW POSITION - PURCHASING COORDINATOR						35
	NEW POSITION ACCOUNTANT 1						27
	3.0% WAGE INCREASE						16
	NEW TEMP ASSISTANCE						17
	NEW POS @ 11 MTHS (RK 090215)						1-
							628
001-1600-513.26-00	EAP BENEFIT	261	318	428	428	347	502
	LEVEL 3 TEXT					TEXT AMT	
	CURRENT STAFF						428
	NEW POSITION - PURCHASING COORDINATOR						37
	NEW POSITION - ACCOUNTANT 1						37
							502
* PERSONNEL SERVICES		540,167	598,940	802,935	784,600	647,488	938,962
001-1600-513.31-13	OTHER PROF. SERVICES	4,345	764	0	44,872	44,872	0
001-1600-513.31-16	AUDIT FEE	12,500	12,750	15,000	15,000	13,703	29,200
	LEVEL 3 TEXT					TEXT AMT	
	*44% OF ANNUAL AUDIT FEE OF \$55,000						24,200
	(THIS HAD BEEN 25% IN PAST YEARS)						
	THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED						
	ON REVENUE AS FOLLOWS:						
	44% GENERAL FUND						
	39% WATER SEWER FUND						
	10% SOLID WASTE FUND						
	7% DRAINAGE FUND						
	100% TOTAL						5,000
	*ADDITIONAL AUDIT SERVICES AS NEEDED						29,200
001-1600-513.34-15	TEMP HELP SERVICE FEE	3,306	0	0	0	0	0

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1600-513.40-00	TRAVEL PER DEIM	410	584	4,000	4,000	2,038	4,000
	LEVEL 3 TEXT FGFOA CONFERENCES, SUNGARD/HTE CONFERENCES, UCF SCHOOL OF GOVERNMENT, FGFOA BOOT CAMP					TEXT AMT 4,000 4,000	
001-1600-513.40-10	EMPLOYEE TRAINING	15,353	3,585	8,000	3,043	1,043	7,000
	LEVEL 3 TEXT 13 CURRENT STAFF MEMBERS 2 ADDITIONAL POSITIONS					TEXT AMT 6,500 500 7,000	
001-1600-513.41-00	COMMUNICATION SERVICES	1,992	1,188	2,000	2,000	1,200	1,500
	LEVEL 3 TEXT TIME WARNER - 28 DEPT PHONES ESTIMATED AT \$125/MONTH					TEXT AMT 1,500 1,500	
001-1600-513.46-11	REGULAR MAINT/INSP EQUIP	0	0	500	500	0	0
001-1600-513.46-36	SOFTWARE MAINTENANCE	0	1,865	0	0	0	1,119
	LEVEL 3 TEXT 3 MAINTENANCE FEES FOR MONARCH @ \$373/EA					TEXT AMT 1,119 1,119	
001-1600-513.47-00	PRINTING AND BINDING	1,755	3,769	2,650	2,650	4,328	3,150
	LEVEL 3 TEXT BUDGET BOOK CAFR MISCELLANEOUS					TEXT AMT 1,800 1,000 350 3,150	
001-1600-513.49-02	COMPUTER SOFTWARE	6,408	6,907	4,839	4,839	0	5,789
	LEVEL 3 TEXT 3 SINGLE USER MONARCH LICENSES @ \$1,675/EA 2 ADOBE PROFESSIONAL LICENSES @ \$352/EA					TEXT AMT 5,085 704 5,789	
001-1600-513.49-16	COMPUTER HARDWARE	1,725	0	0	0	0	500
	LEVEL 3 TEXT MISC EQUIPMENT FOR 2 ADDITIONAL POSITIONS (IT IS BUDGETING FOR THE COMPUTER, MONITOR					TEXT AMT 500	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	OFFICE SUITE, ANTI-VIRUS ETC.)						500
001-1600-513.49-19	LICENSES, TAXES & FEES	224	89	0	14	14	100
001-1600-513.49-20	NON CAPITAL EQUIPMENT	0	3,837	0	100	100	1,500
LEVEL 3	TEXT DESK, CHAIR, FILE CABINETS & BOOKCASE FOR 1 NEW POSITION (WILL MOVE THIS TO A FURNITURE & FIXTURE LINE ONCE ESTABLISHED) REDUCED BY CM 07-27-15 KM					TEXT AMT 2,000	500- 1,500
001-1600-513.49-66	TFR TO 506 BLDG MAINT FD	65,844	69,362	63,018	63,018	52,515	65,013
LEVEL 3	TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 62,054 2,959 65,013	
001-1600-513.51-00	OFFICE SUPPLIES	10,889	19,351	14,500	13,959	11,484	13,000
LEVEL 3	TEXT MISCELLANEOUS SUPPLIES AS NEEDED FOR 15 STAFF POSITIONS					TEXT AMT 13,000 13,000	
001-1600-513.52-00	OTHER OPERATING SUPPLIES	5,077	4,878	8,756	5,956	3,931	6,000
LEVEL 3	TEXT MISC ITEMS FOR DEPARTMENT					TEXT AMT 6,000 6,000	
001-1600-513.52-15	POSTAL SERVICE	4,605	4,070	6,400	6,400	3,641	5,000
001-1600-513.54-00	DUES & MEMBERSHIPS	3,430	1,750	5,600	5,600	3,294	3,340
LEVEL 3	TEXT FGFOA -\$35/PER PERSON TIMES 9 NIGP - \$185 BASE PLUS \$80 FOR 2-10 PERSON MEMBSHP FAPPO - \$50/PER PERSON TIMES 4 AICPA - \$65/PER PERSON TIMES 1 GFOA ANNUAL MEMBERSHIP GFOA CAFR AND BUDGET AWARD PROGRAM DUES BJ'S MEMBERSHIP OTHER AS NEEDED					TEXT AMT 315 265 200 65 595 1,000 40 860 3,340	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1600-513.54-01	BOOKS & SUBSCRIPTIONS	200	269	700	700	15	500
*	OPERATING EXPENSE	138,063	135,018	135,963	172,651	142,178	146,711
001-1600-513.64-00	MACH & EQUIPMENT	8,707	0	0	0	0	0
001-1600-513.64-15	ADP EQUIPMENT	0	7,010	5,000	5,000	0	0
*	CAPITAL OUTLAY	8,707	7,010	5,000	5,000	0	0
**	FINANCE	686,937	740,968	943,898	962,251	789,666	1,085,673
***	FINANCE	686,937	740,968	943,898	962,251	789,666	1,085,673

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
PERSONNEL PERSONNEL 001-1700-513.12-00	SALARIES AND WAGES	171,942	121,061	158,404	160,317	169,213	167,360
	LEVEL 3 TEXT					TEXT AMT	
							165,695
							3,807
							7,607
							45,405
							42,436
							45,405-
							42,436-
							9,749-
							167,360
001-1700-513.14-00	OVERTIME	598	0	0	0	0	600
	LEVEL 3 TEXT					TEXT AMT	
							600
							600
001-1700-513.21-00	FICA TAXES	12,337	8,344	12,119	12,260	11,456	12,851
	LEVEL 3 TEXT					TEXT AMT	
							12,968
							291
							582
							3,474
							3,247
							6,721-
							990-
							12,851
001-1700-513.22-00	RETIREMENT CONTRIBUTIONS	28,346	14,020	19,718	19,958	16,459	21,714
	LEVEL 3 TEXT					TEXT AMT	
							25,119
							484
							1,167
							7,129
							6,663
							13,792-
							5,056-
							21,714
001-1700-513.23-00	HEALTH INSURANCE	19,624	15,584	18,601	18,804	16,516	19,613

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LEVEL 3 TEXT HEALTH-CURRENT STAFF DENTAL-CURRENT STAFF LIFE-CURRENT STAFF RECLASS IN FY 15 (LIFE PORTION) 3.0% ON LIFE NEW LABOR RELATIONS SPECIALIST HEALTH NEW LABOR RELATIONS SPECIALIST DENTAL NEW LABOR RELATIONS SPECIALIST LIFE NEW HR ANALYST HEALTH NEW HR ANALYST DENTAL NEW HR ANALYST LIFE REDUCE NEW POSITION PER CM 07-27-15 KM REDUCE NEW DIR SAL & MISC COR (RK 090215)					TEXT AMT 17,910 1,182 515 12 24 5,970 394 141 5,970 394 132 13,001- 30- 19,613	
001-1700-513.24-00	WORKER'S COMPENSATION	148	108	147	147	143	153
	LEVEL 3 TEXT CURRENT STAFF RECLASS IN FY 15 (HR ADMIN TO MGR) 3.0% WAGE INCREASE NEW-LABOR RELATIONS SPECAILIST NEW HR ANALYST REDUCE NEW POSITIONS PER CM 07-27-15 KM REDUCE NEW DIR SAL & MISC COR (RK 090215)					TEXT AMT 151 4 4 60 60 120- 6- 153	
001-1700-513.25-00	UNEMPLOYMENT COMP	0	4,675	0	0	0	0
001-1700-513.26-00	EAP BENEFIT	129	98	112	112	102	112
	LEVEL 3 TEXT CURRENT STAFF NEW LABOR RELATIONS SPECIALIST NEW HR ANALYST REDUCE NEW POSITIONS PER CM 07-27-15 KM					TEXT AMT 112 37 37 74- 112	
* PERSONNEL SERVICES		233,124	163,890	209,101	211,598	213,889	222,403
001-1700-513.31-13	OTHER PROF. SERVICES	16,593	8,260	5,000	9,000	10,273	29,000
	LEVEL 3 TEXT HSA FEES 40@\$66; FSA FEES 25@\$51; HSA/FSA 2@\$81 DEGREE VERIFY 50@\$25; BACKGROUND CHECKS 80@\$30 SUPPORTS GOAL 6 ORGANIZATIONAL EXCELLENCE					TEXT AMT 8,000	

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	PRE-EMPLOYMENT DRUG TESTS, PHYSICALS, PSYCH EVALS THIS WAS PREVIOUSLY BUDGETED IN 52-16 MEDICAL AND LAB SUPPLIES						21,000
							29,000
001-1700-513.34-15	TEMP HELP SERVICE FEE	0	0	0	0	7,500	0
001-1700-513.40-00	TRAVEL PER DEIM	488	100	600	3,100	2,814	6,100
	LEVEL 3 TEXT FPELRA CONFERENCE (2EES), FPHRA CONFERENCE (2EES) OTHER INTERNAL HR STAFF TRAINING SUPPORTS GOAL 6 - ORGANIZATIONAL EXCELLENCE REDUCED PER CM (MM 7/27/15)					TEXT AMT 8,100	2,000- 6,100
001-1700-513.40-10	EMPLOYEE TRAINING	6,600	4,242	12,000	12,310	12,687	12,500
	LEVEL 3 TEXT BIZ TRAINING STREAMING LIBRARY AND OTHER CITY-WIDE EMPLOYEE TRAININGS & SUPPLIES					TEXT AMT 12,500	12,500
001-1700-513.41-00	COMMUNICATION SERVICES	639	714	750	750	1,056	750
	LEVEL 3 TEXT ORIGINAL					TEXT AMT 750 750	
001-1700-513.49-01	ADVERTISING	2,629	1,221	2,000	2,000	403	1,500
	LEVEL 3 TEXT ADVERTISING					TEXT AMT 1,500 1,500	
001-1700-513.49-03	SERVICE AWARDS	12,380	10,623	9,500	8,620	8,620	10,100
	LEVEL 3 TEXT SERVICE AWARDS BASED UPON EMPLOYEES RECEIVING AN AWARD THIS YEAR					TEXT AMT 10,100 10,100	
001-1700-513.49-19	LICENSES, TAXES & FEES	10	677	0	0	75	0
001-1700-513.49-66	TFR TO 506 BLDG MAINT FD	61,908	64,931	59,487	59,487	49,573	51,727
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 49,583 2,144 51,727	

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FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1700-513.51-00	OFFICE SUPPLIES	1,854	1,448	3,000	1,879	2,402	3,000
	LEVEL 3 TEXT OFFICE SUPPLIES ADDITIONAL AMNT OF \$830 WHICH EQUALS 25% OF COPIER					TEXT AMT 2,170 830 3,000	
001-1700-513.52-00	OTHER OPERATING SUPPLIES	2,839	3,064	3,742	3,622	2,496	3,500
001-1700-513.52-10	GAS, DIESEL, OIL, & GREASE	0	0	0	0	48	200
	LEVEL 3 TEXT FOR MAINTENANCE OF CITY VEHICLE					TEXT AMT 200 200	
001-1700-513.52-15	POSTAL SERVICE	375	419	700	700	505	700
	LEVEL 3 TEXT POSTAL					TEXT AMT	
001-1700-513.52-16	MEDICAL & LAB SUPPLIES	17,678	15,689	21,000	16,500	14,420	0
	LEVEL 3 TEXT PRE-EMPLOYMENT DRUG TESTS, PHYSICALS, PSYCH EVALS MOVED TO 31-13 PROFESSIONAL SERVICES					TEXT AMT	
001-1700-513.54-00	DUES & MEMBERSHIPS	1,075	835	2,129	1,940	660	2,129
	LEVEL 3 TEXT SHRM NATIONAL 2@\$180, SHRM LOCAL 2@\$50, IPMA \$250 HRIC 2@\$100, FPELRA 2@\$200, FPHRA 2@\$135					TEXT AMT 2,129 2,129	
001-1700-513.54-01	BOOKS & SUBSCRIPTIONS	0	71	0	0	0	0
*	OPERATING EXPENSE	125,068	112,294	119,908	119,908	113,532	121,206
**	PERSONNEL	358,192	276,184	329,009	331,506	327,421	343,609
***	PERSONNEL	358,192	276,184	329,009	331,506	327,421	343,609

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
COMMUNITY DEVELOPMENT PLANNING & DEV DIVISION							
001-1900-515.12-00	SALARIES AND WAGES	314,267	302,712	306,315	307,603	271,225	301,561
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	290,643
						SICK LEAVE BUY BACK	2,200
						3.0% WAGE INCREASE	8,718
							301,561
001-1900-515.12-20	CAPITAL LABOR OFFSET	910-	220-	0	0	0	0
001-1900-515.14-00	OVERTIME	0	152	0	0	8	0
001-1900-515.21-00	FICA TAXES	22,671	21,846	23,437	23,532	19,438	23,073
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	22,237
						3.0% WAGE INCREASE	667
						SICK LEAVE BUY BACK	169
							23,073
001-1900-515.21-20	CAP PROJ BENEFIT OFFSET	181-	70-	0	0	0	0
001-1900-515.22-00	RETIREMENT CONTRIBUTIONS	42,154	28,154	34,270	34,432	29,652	34,080
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	35,144
						3.0% WAGE INCREASE	1,053
						PER ADDL REVIEW (RK 090215)	2,117-
							34,080
001-1900-515.23-00	HEALTH INSURANCE	32,604	28,498	35,350	35,487	32,844	34,343
	LEVEL 3					TEXT AMT	
						HEALTH	31,343
						DENTAL	2,069
						LIFE	904
						3.0% ON LIFE	27
							34,343
001-1900-515.24-00	WORKER'S COMPENSATION	283	246	281	281	283	266
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	257
						3.0% WAGE INCREASE	9
							266
001-1900-515.26-00	EAP BENEFIT	213	189	212	212	197	195
*	PERSONNEL SERVICES	411,101	381,507	399,865	401,547	353,647	393,518

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	COMMUNICATIONS.						3,000
001-1900-515.44-13	FLEET FINANCING	3,868	5,149	2,572	2,572	2,143	2,572
	LEVEL 3 TEXT CLICK2GOV PLANNING & ENGINEERING AND CLICK2GOV BUSINESS LICENSES MODUULES					TEXT AMT 2,572	2,572
001-1900-515.45-19	VEHICLE INSURANCE	375	375	394	394	328	0
	LEVEL 3 TEXT VEHICLE INSURANCE					TEXT AMT	
001-1900-515.46-11	REGULAR MAINT/INSP EQUIP	1,990	2,171	2,000	2,003	2,003	2,100
	LEVEL 3 TEXT SERVICE CONTRACTS/OFFICE EQUIPMENT OFFICE COPY MACHINES INCL MTHLY MAINT & OVERAGE CHARGES. INCREASE BASED ON ACTUALS FOR CURRENT FY.					TEXT AMT 2,100	2,100
001-1900-515.46-12	VEH MAINT/REPAIR	1,677	3,507	2,000	2,000	0	0
001-1900-515.46-18	CONT MAINT/COMM EQUIP	169	0	0	99	100	0
001-1900-515.47-00	PRINTING & BINDING	0	624	500	500	494	500
	LEVEL 3 TEXT BUSINESS CARDS, PLANS AND MAPS THAT ARE SENT OUT DUE TO SIZE OR COPIER MAINTENANCE, BROCHURES, AND MISCELLANEOUS PUBLIC EDUCATION MATERIALS.					TEXT AMT 500	500
001-1900-515.49-66	TFR TO 506 BLDG MAINT FD	31,764	33,299	30,537	30,537	25,448	26,604
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 25,517 1,087 26,604	
001-1900-515.51-00	OFFICE SUPPLIES	2,894	2,086	3,500	3,497	1,642	3,000
	LEVEL 3 TEXT STANDARD OFFICE SUPPLIES AND OTHER GRAPHICS SUPPLIES FOR STAFF OF 5. ALSO COVERS SUPPLIES FOR PLANNING COMMISSION, DEVELOPMENT REVIEW COMMITTEE AND RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION INCLUDING MEETING AGENDA AND SUPPORT					TEXT AMT 3,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	MATERIALS FOR MONTHLY TPO MEETINGS (TYPICALLY 100 PAGES AND INCLUDES COLOR MAPS), DISTRIBUTION OF FEASIBILITY STUDIES FOR REVIEW BY CITY STAFF, AND PREPARATION OF APPLICATIONS FOR TPO PROJECTS.						3,000
001-1900-515.52-00	OTHER OPERATING SUPPLIES	2,329	132	2,229	2,229	846	2,000
	LEVEL 3 TEXT PUBLIC HEARING SIGNS AND POSTS FOR VARIANCES, REZONINGS, PUDS, PCDS AND ZONING AMENDMENTS. OFFICE EQUIPMENT AND FURNITURE, CAMERA EQUIPMENT, NOTIFICATIONS, FIELD TOOLS AND FOOD FOR OCCASIONAL NEIGHBORHOOD MEETINGS.					TEXT AMT 2,000	2,000
001-1900-515.52-10	GAS, DIESEL, OIL, & GREASE	523	115	630	630	63	213
	LEVEL 3 TEXT EST 85 GALLONS @ \$2.50 PER GAL WITH SWITCH FROM DIVISION CAR TO DEPARTMENT POOL CAR, THE USE OF A VEHICLE HAS REDUCED.					TEXT AMT 213	213
001-1900-515.52-15	POSTAL SERVICE	1,115	206	2,000	2,000	418	1,250
	LEVEL 3 TEXT POSTAGE FOR GENERAL OFFICE MAIL, CERTIFIED MAIL FOR PUBLIC HEARING NOTICES, AND STATE PLANNING TRANSMITTALS. INCONSISTENT USE IS DRIVEN BY THE NUMBER OF VARIANCE APPLICATIONS RECEIVED IN A YEAR. THE NUMBER OF VARIANCE APPLICATIONS TO BE RECEIVED IN A FY IS NOT PREDICTABLE. THE RECENT TREND HAS BEEN LESS VARIANCES REQUESTED. STAFF WORKS WITH APPLICANTS TO REDUCE THE NEED FOR VARIANCES, HELPING THEM FIND ALTERNATIVE SOLUTIONS.					TEXT AMT 1,250	1,250
001-1900-515.54-00	DUES & MEMBERSHIPS	3,856	3,868	5,000	5,000	4,790	5,000
	LEVEL 3 TEXT PLANNING STAFF AND DIRECTOR MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS INCLUDING APA, URBAN LAND INSTITUTE, ICSC AND INSTITUTE OF TRANSPORTATION ENGINEERS. ALSO, CERTIFICATION RENEWALS FOR ALL PLANNING STAFF. SEVERAL RENEWALS OCCUR AFTER THE MIDPOINT OF THE FY.					TEXT AMT 5,000	5,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							5,000
001-1900-515.54-01	BOOKS & SUBSCRIPTIONS	2,068	715	1,000	1,000	500	750
	LEVEL 3 TEXT ZONING, TRANSPORTATION, TRADE MAGAZINE SUBSCRIPTIONS, AND OTHER PUBLICATIONS SUCH AS PARKING AND TRIP GENERATION MANUALS. MONTHLY SUBSCRIPTION FEE FOR ADOBE CREATIVE CLOUD LICENSE.						750
							750
*	OPERATING EXPENSE	69,403	63,438	80,071	80,071	53,067	65,989
**	PLANNING & DEV DIVISION	480,504	444,945	479,936	481,618	406,714	459,507

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1902-515.12-00	CODE ENFORCEMENT SALARIES AND WAGES	223,869	235,916	237,374	238,573	206,590	234,906
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					210,727	
	SPECIALTY PAY					14,000	
	3.0% WAGE INCREASE					6,376	
	RECLASS CODE SUPERVISOR TO MGR					1,803	
	SICK LEAVE BUY BACK					2,000	
						234,906	
001-1902-515.14-00	OVERTIME	0	133	0	0	61	1,000
	LEVEL 3						
	TEXT					TEXT AMT	
	NEW -FUNDING FOR OVERTIME FOR OCCASIONAL AFTER HRS					1,000	
	INSPECTIONS FOR LIGHT, NOISE, LED SIGNS. MANAGER						
	HAD DONE THESE INSPECTIONS BUT NOW NO CODE STAFF						
	IS EXEMPT.						
	REDUCE PER CM					1,000-	
	R/C POS NOT EXEMT, ADD BACK OT (RK 090215)					1,000	
						1,000	
001-1902-515.21-00	FICA TAXES	16,618	16,643	18,164	18,253	14,565	18,052
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					17,194	
	3.0% WAGE INCREASE					491	
	SICK LEAVE BUY BACK					153	
	RECLASS SUPERVISOR TO MGR					138	
	NEW - OVERTIME					77	
	REDUCTION IN OT 07-27-15 KM					77-	
	ADD BACK OT FICA (RK 090215)					76	
						18,052	
001-1902-515.22-00	RETIREMENT CONTRIBUTIONS	32,512	28,795	28,285	28,436	24,882	30,941
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					32,146	
	RECLASSIFY SUPERVISOR TO MGR					284	
	3.0% WAGE INCREASE					897	
	INCREASED PER CM 07-27-15 KM					8	
	PER ADDL REVIEW (RK 090215)					2,394-	
						30,941	
001-1902-515.23-00	HEALTH INSURANCE	28,773	31,380	33,716	33,844	27,028	34,095
	LEVEL 3						
	TEXT					TEXT AMT	
	HEALTH					31,343	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	DENTAL						2,069
	LIFE						677
	3.0% ON LIFE						22
	RECLASSIFY SUPERVISOR TO MGR						6
	REDUCED PER CM 07-27-15						22-
							34,095
001-1902-515.24-00	WORKER'S COMPENSATION	1,630	1,772	2,094	2,094	1,881	1,773
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF						1,803
	3.0% WAGE INCREASE						50
	RECLASSIFY SUPERVOSR TO MGR						2
	SICK LEAVE BUY BACK						2
	NEW -OVERTIME						10
	REDUCED PER CM 07-27-15 KM						98-
	ADD BACK OT WC (RK 0902150						4
							1,773
001-1902-515.25-00	UNEMPLOYMENT COMP	1,607	0	0	0	0	0
001-1902-515.26-00	EAP BENEFIT	191	202	203	203	188	195
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* PERSONNEL SERVICES		305,200	314,841	319,836	321,403	275,195	320,962
001-1902-515.31-12	LEGAL SERVICES	8,642	18,644	35,000	34,250	14,800	28,000
	LEVEL 3						
	TEXT					TEXT	AMT
	FUNDING FOR THE SPECIAL MAGISTRATE AND CODE						28,000
	ATTORNEY. THERE ARE 22 SCHEDULED MAGISTRATE						
	HEARINGS FOR THE YEAR. HEARINGS ARE AVERAGING 2.5						
	HOURS LONG. NUMEROUS CASES ARE OF A COMPLEX NATURE						
	AND REQUIRE THE ASSISTANCE OF THE CODE ATTORNEY TO						
	PROSECUTE. IT IS ANTICIPATED THERE WILL BE 12						
	APPEARENCES FOR THE STAFF ATTORNEY.						
	THIS IS ONLY THE 2ND FULL YEAR WITH MAGISTRATE AND						
	STAFF SUPPORT ATTORNEY. STILL ANAYLZING TRENDS OF						
	CODE CASE VIOLATIONS AND EXPENSES IN THIS LINE.						
	PRIOR YEAR ACTUALS REFLECT THE PRIOR APPROACH WITH						
	A CODE BOARD AND THEN A GRADUAL TRANSITION TO A						
	MAGISTRATE WITH A STAFF SUPPORT ATTORNEY.						
							28,000
001-1902-515.31-13	OTHER PROF. SERVICES	10,511	26,850	38,000	38,000	20,500	38,000
	LEVEL 3						
	TEXT					TEXT	AMT
	FUNDING FOR CONTRACTED VENDORS TO PROVIDE						38,000
	NUSIANCE/CODE VIOLATION ABATEMENT SERVICE SUCH AS						
	LAWN MOWING, DEBRIS REMOVAL, SECURING						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	PROPERTIES, ETC. PARTIAL FUNDING MAY COME FROM RECOVERED LIENS. ANTICIPATED WORKLOAD FOR VENDORS IS: 4 UNSAFE BUILDING ABATEMENTS (APPROX. \$6,000 EA) 1 MAJOR RESIDENTIAL CLEANUP (APPROX. \$4,000) 50 LOT MOWINGS (AVERAGE APPROX. \$200 EA) 2ND FULL YEAR WITH THIS APPROACH TO NUISANCE ABATEMENT, STILL ANALYZING TRENDS OF CODE CASE VIOLATIONS AND EXPENSES. FOR THE CURRENT FY AT 50% COMPLETE, WE HAVE NOT HAD AS MANY DEMOLITIONS AS EXPECTED SO EXPENDITURES ARE A LITTLE BELOW EXPECTED.						38,000
001-1902-515.40-00	TRAVEL PER DIEM	1,334	4,478	3,700	3,700	3,473	3,700
	LEVEL 3 TEXT TRAINING FUNDING FOR 6 EMPLOYEES TO MAINTAIN THEIR CERTIFICATIONS FOR: FLORIDA ASSOCIATION OF CODE ENFORCEMENT, FLORIDA BENCHMARKING CONSORTIUM, FLORIDA ASSOCIATION OF BUSINESS TAX OFFICIALS 1 CODE SUPERVISOR/MANAGER: F.A.C.E., FBC & FABTO 4 CODE INSPECTORS: F.A.C.E. 1 BUSINESS TAX OFFICIAL: F.A.B.T.O. THIS INCLUDES TRAVEL AND TRAINING FOR CONFERENCES, PER DIEM, LODGING. A MAJORITY OF TRAINING OPPORTUNITIES FOR CODE OCCUR LATE IN THE FY.					TEXT AMT 3,700	3,700
001-1902-515.41-00	COMMUNICATION SERVICES	4,539	6,740	5,100	5,455	5,026	6,100
	LEVEL 3 TEXT FUNDING FOR 5 MOBILE PHONES AND 5 AIR CARDS IN LAPTOP COMPUTERS. SUPPORTS COUNCIL OBJECTIVE TO HAVE MORE VISIBLE CODE ENFORCEMENT BY ALLOWING THEM TO DO MORE WORK IN THE FIELD. EXPENSES HAVE INCREASED OVER TIME DUE TO MORE USE IN THE FIELD. *REDUCE PER CM					TEXT AMT 7,100	1,000- 6,100
001-1902-515.44-13	FLEET FINANCING	1,946	4,291	8,499	8,499	7,083	11,251
001-1902-515.45-19	VEHICLE INSURANCE	2,625	2,625	2,758	2,758	2,298	2,608
001-1902-515.46-11	REGULAR MAINT/INSP EQUIP	2,352	2,174	2,000	2,000	2,000	2,100
	LEVEL 3 TEXT COPIER MAINTENANCE AGREEMENTS AND SOUND METER MAINTENANCE AGREEMENT.					TEXT AMT 2,100	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							2,100
001-1902-515.46-12	VEH MAINT/REPAIR	9,167	10,647	7,588	7,588	8,589	7,588
	LEVEL 3 TEXT						TEXT AMT
	55-BASE		0	0	0	80	0
001-1902-515.46-18	CONT MAINT/COMM EQUIP	299	185	1,000	1,000	784	500
001-1902-515.47-00	PRINTING & BINDING						
	LEVEL 3 TEXT						TEXT AMT
	FUNDS USED FOR ITEMS SUCH AS DOOR HANGERS, BUSINESS CARDS, CITATIONS, AND COURTESY CARDS. CITATIONS ARE PROPOSED TO BE AUTHORIZED AS A NEW CODE ENFORCEMENT OPTION IN FY16.						500
							500
001-1902-515.49-04	OTHER CHARGES FOR SERVICE	0	0	0	750	750	0
001-1902-515.49-16	COMPUTER HARDWARE	0	0	5,000	5,000	4,837	0
	LEVEL 3 TEXT						TEXT AMT
	PROPOSED HARDWARE SUBMITTED ON COMPUTER HARDWARE FORM						
001-1902-515.49-19	TAXES, LICENSES, AND FEES	0	0	0	88	174	0
001-1902-515.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	0	0	2,500
	LEVEL 3 TEXT						TEXT AMT
	FUNDS TO PURCHASE 5 IPADS FOR THE CODE OFFICERS (CONTINGENT ON NAVILINE MOBILITY BEING PURCHASED FROM THE BUILDING FUND 109) (LP 8-24-15)						2,500
							2,500
001-1902-515.49-66	TFR TO 506 BLDG MAINT FD	22,068	23,125	21,212	21,212	17,677	18,479
	LEVEL 3 TEXT						TEXT AMT
	INITIAL ADJUSTMENT (LP 9/2/15)						17,725 754 18,479
001-1902-515.51-00	OFFICE SUPPLIES	3,460	3,743	3,150	3,062	1,777	3,000
	LEVEL 3 TEXT						TEXT AMT
	STANDARD OFFICE SUPPLIES FOR STAFF OF 6.						3,000 3,000
001-1902-515.52-00	OTHER OPERATING SUPPLIES	355	1,118	1,000	1,000	450	1,000
	LEVEL 3 TEXT						TEXT AMT

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3 VEHICLE EQUIPMENT FOR LAPTOPS. FIELD EQUIPMENT SUCH AS STAKES FOR POSTING PROPERTIES. EMERGENCY PREPAREDNESS EQUIPMENT AND DISASTER ASSESSMENT SUPPLIES. DIGITAL CAMERAS.						1,000
							1,000
001-1902-515.52-10	GAS, DIESEL, OIL, & GREASE	7,024	7,052	6,300	6,300	4,052	4,500
	LEVEL 3 TEXT EST 1800 GALLONS @ \$2.50 PER GALLON					TEXT AMT 4,500	4,500
001-1902-515.52-12	UNIFORMS	949	1,290	1,000	1,000	1,000	1,300
	LEVEL 3 TEXT FUNDING FOR UNIFORM PURCHASE AND RENTAL. SHIRTS, JACKETS, AND PANTS FOR CODE ENFORCEMENT OFFICERS. MAXIMUM 6 SHIRTS/YEAR FOR 5 OFFICERS AND RENTAL ON EXISTING UNIFORMS. AMOUNT BASED ON PRIOR YEAR ACTUAL.					TEXT AMT 1,300	1,300
001-1902-515.52-15	POSTAL SERVICE	4,004	4,599	2,400	2,400	3,388	5,000
	LEVEL 3 TEXT FUNDING FOR MAILING OF BUSINESS TAX RENEWAL FORMS. 1ST MAILING IN JULY (APPROX. 3,700 MAILINGS) 2ND MAILING IN DEC.(APPROX. 1,500 MAILINGS) FOR ANY DELINQUENT. APPROX 3,700 BUSINESS TAX CERTIFICATES ARE EXPECTED TO BE MAILED ONCE RENEWED. INCREASE PROPOSED TO MATCH PRIOR YEAR'S ACTUAL EXPENDITURES.					TEXT AMT 5,000	5,000
001-1902-515.54-00	DUES & MEMBERSHIPS	695	280	850	850	706	850
	LEVEL 3 TEXT AMERICAN ASSOCIATION OF CODE ENFORCEMENT, FLORIDA ASSOCIATION OF CODE ENFORCEMENT, FLORIDA ASSOCIATION OF BUSINESS TAX OFFICIALS, INTERNATIONAL CODE COUNCIL, AND OTHER PROFESSIONAL MEMBERSHIPS FOR 5 CODE STAFF AND 1 BUSINESS TAX OFFICER.					TEXT AMT 850	850
001-1902-515.54-01	BOOKS & SUBSCRIPTIONS	0	281	350	350	70	350
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3 SUBSCRIPTIONS FOR PROFESSIONAL JOURNALS AND MAGAZINES. TRAINING BOOKS. COPIES OF INTERNATIONAL PROPERTY MAINTENANCE CODE. INCONSISTANT USE REFLECTS YEARS WHERE NO IPMC BOOKS WERE ORDERED.						350
							350
* OPERATING EXPENSE		79,915	118,122	144,907	145,262	99,514	136,826
** CODE ENFORCEMENT		385,115	432,963	464,743	466,665	374,709	457,788

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
ENGINEERING DIVISION							
001-1903-515.12-00	SALARIES AND WAGES	217,161	213,319	279,456	264,456	193,239	307,514
	LEVEL 3 TEXT					TEXT AMT	
							295,179
	CURRENT STAFF						2,749
	SICK LEAVE BUY BACK						10,524
	3.0% WAGE INCREASE						55,613
	NEW CIVIL ENGINEER						57,282-
	REDUCED PER CM 07-27-15 KM						731
	RATE CHG NEW HIRE & TO 11 MTHS (RK 090215)						307,514
001-1903-515.12-20	CAPITAL LABOR OFFSET	3,893-	8,593-	0	0	0	0
001-1903-515.14-00	OVERTIME	0	303	0	415	416	0
001-1903-515.21-00	FICA TAXES	14,964	15,013	21,381	21,381	13,704	23,528
	LEVEL 3 TEXT					TEXT AMT	
							21,882
	CURRENT STAFF						211
	SICK LEAVE BUY BACK						868
	3.0% WAGE INCREASE						4,255
	NEW CIVIL ENGINEER						3,743-
	REDUCED PER CM 07-27-15 KM						55
	RATE CHG NEW HIRE & TO 11 MTHS (RK 090215)						23,528
001-1903-515.21-20	CAP PROJ BENEFIT OFFSET	704-	2,617-	0	0	0	0
001-1903-515.22-00	RETIREMENT CONTRIBUTIONS	30,451	25,878	33,288	33,288	22,462	36,860
	LEVEL 3 TEXT					TEXT AMT	
							39,774
	CURRENT STAFF						1,411
	3.0% WAGE INCREASE						7,230
	NEW CIVIL ENGINEER						7,447-
	REDUCED BY CM 07-27-15 KM						4,108-
	PER ADDL REVIEW (RK 090215)						36,860
001-1903-515.23-00	HEALTH INSURANCE	21,180	19,949	29,290	29,290	19,693	32,258
	LEVEL 3 TEXT					TEXT AMT	
							29,339
	HEALTH						1,938
	DENTAL						945
	LIFE						38
	3.0% ON LIFE						5,970
	NEW CIVIL ENGINEER - HEALTH						394
	NEW CIVIL ENGINEER - DENTAL						173
	NEW CIVIL ENGINEER - LIFE						6,542-
	REDUCED BY CM 07-27-15 KM						3
	PER ADDL REVIEW(RK 090215)						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							32,258
001-1903-515.24-00	WORKER'S COMPENSATION	742	781	1,172	1,172	1,164	2,010
	LEVEL 3 TEXT					TEXT AMT	
							1,936
							58
							49
							40-
							7
							2,010
001-1903-515.26-00	EAP BENEFIT	138	125	175	175	121	183
	LEVEL 3 TEXT					TEXT AMT	
							175
							37
							29-
							183
* PERSONNEL SERVICES		280,039	264,158	364,762	350,177	250,799	402,353
001-1903-515.31-13	OTHER PROF. SERVICES	114,629	127,152	50,000	66,170	65,530	50,000
	LEVEL 3 TEXT					TEXT AMT	
							50,000
							50,000
001-1903-515.40-00	TRAVEL PER DIEM	3,487	996	2,500	1,070	748	2,500
	LEVEL 3 TEXT					TEXT AMT	
							2,500
							2,500
001-1903-515.41-00	COMMUNICATION SERVICES	981	738	1,000	1,071	797	2,400
	LEVEL 3 TEXT					TEXT AMT	
							2,400

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
DUE TO FULL TIME IN-HOUSE INSPECTOR IN THE FIELD ALL DAY. NUMBERS BASED ON DATA FROM OTHER DEPT PHONE AND AIR CARD MONTHLY BILLING DATA.							
							2,400
001-1903-515.45-19	VEHICLE INSURANCE	375	375	394	394	328	373
001-1903-515.46-11	REGULAR MAINT/INSP EQUIP	1,990	1,974	2,000	2,000	2,000	2,100
	LEVEL 3 TEXT TO PAY PERCENTAGE OF MAINTENANCE AGREEMENT ON DEPT COPIER AND LARGE PLAN "BLUEPRINT" COPIER. INCREASE BASED ON ACTUALS FOR CURRENT FY.					TEXT AMT 2,100	
							2,100
001-1903-515.46-12	VEH MAINT/REPAIR	986	880	900	900	162	2,900
	LEVEL 3 TEXT INCREASE IS THE RESULT OF INCREASE IN TIME DRIVING VEHICLE. NEW FULL TIME IN-HOUSE INSPECTOR DRIVING AN ADDITIONAL VEHICLE DAILY, PLUS INTERMITTENT DRIVING BY REST OF DIVISION THROUGHOUT THE FY FOR SITE INSPECTIONS.					TEXT AMT 2,900	
							2,900
001-1903-515.47-00	PRINTING & BINDING	0	0	200	200	0	200
	LEVEL 3 TEXT TO PAY FOR PRINTING OF STANDARD CONSTRUCTION DETAILS, POSSIBLE PLANS FOR CAPITAL PROJECTS AND LANDSCAPE PLANS.					TEXT AMT 200	
							200
001-1903-515.49-02	COMPUTER SOFTWARE	0	0	700	95	95	200
	LEVEL 3 TEXT TO PAY FOR ONE SKETCH UP PRO ANNUAL LICENSE FOR THE PREPARATION OF PLANS AND PRESENTATIONS.					TEXT AMT 200	
							200
001-1903-515.49-16	COMPUTER HARDWARE	0	0	2,000	2,000	1,046	0
001-1903-515.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	799	799	0
001-1903-515.49-66	TFR TO 506 BLDG MAINT FD	19,056	19,968	18,311	18,311	15,259	15,951
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 15,299 652 15,951	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1903-515.51-00	OFFICE SUPPLIES	2,647	1,963	2,500	2,500	1,596	2,000
	LEVEL 3 TEXT STANDARD OFFICE SUPPLIES FOR STAFF OF 4. REDUCE PER CM					TEXT AMT 2,500 500- 2,000	
001-1903-515.52-00	OTHER OPERATING SUPPLIES	8	1,031	1,100	1,100	543	1,000
	LEVEL 3 TEXT OFFICE EQUIPMENT INCLUDING CAD ITEMS FOR SMALL DESIGN PROJECTS, DIGITAL CAMERA, OFFICE FURNITURE. *REDUCE PER CM					TEXT AMT 1,100 100- 1,000	
001-1903-515.52-10	GAS,DIESEL,OIL,& GREASE	935	564	543	543	370	1,500
	LEVEL 3 TEXT EST 600 GALLONS @ \$2.50 PER GALLON INCREASE IS DUE TO THE NEW FULL TIME IN-HOUSE CONSTRUCTION INSPECTOR WHO IS DRIVING AN ADDITIONAL VEHICLE.					TEXT AMT 1,500 1,500	
001-1903-515.52-12	UNIFORMS	0	0	0	260	260	300
	LEVEL 3 TEXT UNIFORMS FOR NEW FIELD POSITION IN FY 15 - CONSTRUCTION INSPECTOR: SHIRTS, PANTS, JACKET					TEXT AMT 300 300	
001-1903-515.52-15	POSTAL SERVICE	101	57	625	625	85	625
	LEVEL 3 TEXT OCCASIONAL OFFICE MAILINGS, REQUIRED MAILINGS FOR CRS REPETITIVE LOSS AREA NOTIFICATIONS AND PUBLIC OUTREACH.					TEXT AMT 625 625	
001-1903-515.54-00	DUES & MEMBERSHIPS	1,099	694	1,000	391	0	1,000
	LEVEL 3 TEXT TO PAY FOR REQUIRED PROFESSIONAL LICENSES, MEMBERSHIPS AND PROFESSIONAL PUBLICATIONS. LICENSE RENEWALS FOR ENGINEERING STAFF OCCUR AFTER THE MIDPOINT OF THE FY.					TEXT AMT 1,000 1,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-1903-515.54-01 BOOKS & SUBSCRIPTIONS		218	0	200	200	204	200
		LEVEL 3	TEXT CODE	BOOKS, TRADE MAGAZINES AND MANUALS AND OTHER			TEXT AMT
* OPERATING EXPENSE		146,512	156,392	83,973	98,629	89,822	83,249
* * ENGINEERING DIVISION		426,551	420,550	448,735	448,806	340,621	485,602
* * * COMMUNITY DEVELOPMENT		1,292,170	1,298,458	1,393,414	1,397,089	1,122,044	1,402,897

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-3100-522.12-00	FIRE SERVICES FIRE SERVICES SALARIES & WAGES	3,155,443	3,077,279	3,055,896	3,058,159	2,690,975	3,301,414
	LEVEL 3 TEXT					TEXT AMT	
						SALARIES & WAGES-INCLUSIVE OF RAISE	2,947,701
						ADDITIONAL INCENTIVE PAY	164,429
						HOLIDAY PAY	31,039
						RIDE UP PAY	4,600
						ACCRUAL PAYOUTS	27,416
						DROP PAYOUTS	115,172
						NEW EMERGENCY MANAGEMENT/PUBLIC EDUCATION	40,852
						REDUCE EM/PUBLIC ED POSTION PER CM 07-27-15 KM	40,852-
						NEW POS ADD @ 11 MTHS/ADDL REVIEW COR (RK 090215)	11,057
							3,301,414
001-3100-522.14-00	OVERTIME	277,713	227,397	226,280	226,280	126,082	190,000
001-3100-522.15-10	CERTIFICATION/LICENSES	2,015	1,750	2,865	2,865	2,425	0
001-3100-522.21-00	FICA TAXES	251,688	239,926	250,829	250,997	203,985	267,121
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF (INCLUDES RAISE)	234,037
						OVERTIME	14,535
						HOLIDAY	2,375
						RIDE UP	352
						ACCRUAL PAYOUTS	2,098
						DROP PAYOUTS	8,811
						NEW EMERGENCY MGMT/PUBLIC ED COORDINATOR	3,126
						REDUCE EM/PUBLIC ED POSTION PER CM 07-27-15 KM	3,126-
						NEW POS ADD @ 11 MTHS/ADDL REVIEW COR (RK 090215)	4,913
							267,121
001-3100-522.22-00	RETIREMENT CONTRIBUTIONS	2,518,934	3,314,773	2,850,460	2,850,745	2,153,424	2,660,443
	LEVEL 3 TEXT					TEXT AMT	
						CALCULATIONS CONFIRMED	
						FIRE PENSION CONTRIBUTION BY CITY-INC RAISE	2,237,840
						STATE CONTRIBUTION FIRE PENSION PER ACTUARY REPORT	386,195
						ICMA & GENERAL PENSION	16,896
						NEW EMERG MGMT/PUB ED	7,655
						REDUCE EM/PUBLIC ED POSTION PER CM 07-27-15 KM	7,655-
						NEW POS ADD @ 11 MTHS/ADDL REVIEW COR (RK 090215)	19,512
							2,660,443
001-3100-522.23-00	HEALTH INSURANCE	297,612	311,912	359,086	359,327	315,515	384,634
	LEVEL 3 TEXT					TEXT AMT	
						HEALTH	346,260

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	DENTAL						22,852
	LIFE INC RAISE						9,044
	NEW EMERG MGMT/PUB ED HEALTH						5,970
	NEW EMERG MGMT/PUB ED DENTAL						394
	NEW EMERG MGMT/PUB ED LIFE						127
	REDUCE EM/PUBLIC ED POSTION PER CM 07-27-15 KM						6,491-
	NEW POS ADD @ 11 MTHS(RK 090215)						6,478
							384,634
001-3100-522.24-00	WORKER'S COMPENSATION	52,179	55,725	60,529	60,529	62,326	66,909
	LEVEL 3 TEXT					TEXT AMT	
	PRELIMINARY BUDGET INC RAISE						59,438
	OT						3,760
	NEW EMERG MGMT/PUB ED						36
	HOLIDAY						615
	RIDE-UP						92
	DROP PAYOUTS						2,279
	REDUCE EM/PUBLIC ED POSTION PER CM 07-27-15 KM						36-
	NEW POS ADD @ 11 MTHS (RK 090215)						725
							66,909
001-3100-522.25-00	UEMPLOYMENT COMP	207-	170-	0	0	370-	0
001-3100-522.26-00	EAP BENEFIT	1,877	2,089	2,158	2,158	1,964	2,232
	LEVEL 3 TEXT					TEXT AMT	
	CURRENT STAFF						2,195
	NEW EMERG MGMT/PUB ED						37
	REDUCE EM/PUBLIC ED POSTION PER CM 07-27-15 KM						37-
	NEW POS ADD @ 11 MTHS (RK 090215)						37
							2,232
*	PERSONNEL SERVICES	6,557,254	7,230,681	6,808,103	6,811,060	5,556,326	6,872,753
001-3100-522.31-13	OTHER PROF. SERVICES	985	1,382	4,000	4,000	1,025	13,000
	LEVEL 3 TEXT					TEXT AMT	
	FIREFIGHTER STRESS TESTS (EST. 10 @ \$400) PER CBA						4,000
	PROFESSIONAL ASSISTANCE WITH RECRUITING/PROMOTING:						9,000
	*RETIREMENT OF DEPUTY CHIEF (NOVEMBER)						
	*BATTALION CHIEF (APRIL)						
	*LIEUTENANT (JUNE)						
	(NOTE: THE PROF ASSISTANCE WILL BE FOR HIRING A PRIVATE VENDOR TO DEVELOP AND ADMINISTER AN ASSESSMENT CENTER PROCESS FOR HIRING/PROMOTING FOR THE POSITIONS LISTED ABOVE.)						
							13,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-3100-522.34-13	UNIFORM CLEANING	1,347	967	1,000	1,000	1,000	1,000
	LEVEL 3 TEXT DRY CLEANING OF UNIFORMS ALTERATIONS					TEXT AMT 1,000 1,000	
001-3100-522.40-00	TRAVEL PER DIEM	2,153	5,816	4,000	4,000	2,149	4,000
	LEVEL 3 TEXT FLORIDA FIRE CHIEFS ANNUAL CONFERENCE (2) GOVERNOR'S HURRICANE CONFERENCE NATIONAL FIRE ACADEMY					TEXT AMT 2,600 800 600 4,000	
001-3100-522.40-10	EMPLOYEE TRAINING	13,411	13,422	12,500	12,500	6,410	12,500
	LEVEL 3 TEXT TARGET SAFETY PROGRAM STAFF DEVELOPMENT TRAINING					TEXT AMT 6,000 6,500 12,500	
001-3100-522.41-00	COMMUNICATION SERVICES	24,379	29,731	24,925	25,706	23,026	15,775
	LEVEL 3 TEXT WEATHER SATELLITE SYSTEM SATELLITE PHONE STATE OF FLORIDA (MAINTAIN 1 PHONE LINE) TIME WARNER EJ WARD AT&T (INCREASING THIS DUE TO CHANGING OUT THE CELL PHONES ON THE 5 ENGINES TO IPHONES FOR GREATER OPERATIONAL CAPABILITIES. ADD'L \$20/MONTH TIMES 5 EQUALS ANNUAL INC OF \$1,200)					TEXT AMT 3,675 650 300 1,650 1,000 8,500 15,775	
001-3100-522.44-13	FLEET FINANCING	226,939	218,153	294,860	294,860	245,717	359,957
001-3100-522.45-19	VEHICLE INSURANCE	17,878	18,628	15,595	15,595	12,996	15,954
001-3100-522.46-10	GENERAL EQUIP MAINT	21,393	22,459	16,900	16,900	15,400	11,500
	LEVEL 3 TEXT MOBILE/BASE/PORTABLE RADIO REPAIRS (NON WARRANTY) NOZZLE REPAIRS FIRE EXTINGUISHER RECHARGE/REPAIR APPARATUS REPAIRS/SEWING CANVAS HOSE COVERS/STRAPS APPARATUS GENERATORS (PORTABLE) REPAIRS					TEXT AMT 5,000 2,500 1,000 2,000 1,000 11,500	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-3100-522.46-11	REGULAR MAINT/INSP EQUIP	42,217	39,654	40,503	39,003	18,034	55,400
	LEVEL 3 TEXT					TEXT AMT	
							15,000
							16,000
							3,000
							2,500
							3,200
							5,500
							2,500
							3,000
							1,300
							1,600
							1,800
							(*DENOTES THESE ITEMS WERE MOVED FROM ACCT 46-10)
							55,400
001-3100-522.46-12	VEH MAINT/REPAIR	210,040	191,858	175,000	175,000	111,527	175,000
001-3100-522.46-15	VEHICLE MAINT. LABOR	265	17,838	7,000	7,000	0	7,000
	LEVEL 3 TEXT					TEXT AMT	
							7,000
							7,000
001-3100-522.46-16	BUILDING MAINT	39,982	31,844	500	20,557	19,807	500
	LEVEL 3 TEXT					TEXT AMT	
							500
							500
001-3100-522.46-18	CONT MAINT/COMM. EQUIP	10,595	11,168	11,800	11,800	9,613	11,300
	LEVEL 3 TEXT					TEXT AMT	
							1,300
							10,000
							11,300
001-3100-522.47-00	PRINTING AND BINDING	1,255	1,642	3,000	3,000	1,706	3,000
	LEVEL 3 TEXT					TEXT AMT	
							1,200
							1,200
							200
							1,000
							600-
							3,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-3100-522.48-04	PUB RELATION ACTIVITY	1,175	113	17,565	16,889	206	5,000
	LEVEL 3 TEXT					TEXT AMT	
							3,000
							2,000
							5,000
001-3100-522.49-19	TAXES, LICENSES, AND FEES	0	251	0	0	0	0
001-3100-522.49-20	EQUIPMENT NON-CAPITAL	0	2,511	8,000	8,000	4,308	7,700
	LEVEL 3 TEXT					TEXT AMT	
							2,000
							2,000
							2,500
							1,200
							7,700
001-3100-522.49-66	TFR TO 506 BLDG MAINT FD	192,756	225,116	354,343	354,343	295,286	245,512
	LEVEL 3 TEXT					TEXT AMT	
							223,020
							22,492
							245,512
001-3100-522.51-00	OFFICE SUPPLIES	7,248	8,925	8,000	8,000	1,947	8,000
	LEVEL 3 TEXT					TEXT AMT	
							500
							150
							1,600
							750
							1,500
							3,500
							8,000
001-3100-522.52-00	OPERATING SUPPLIES	29,995	36,879	56,000	59,846	32,677	48,400
	LEVEL 3 TEXT					TEXT AMT	
							3,200
							3,000
							4,500
							2,500
							3,000
							2,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	FOOD PREP, CONSUMPTION AND SERVING EQUIPMENT						1,000
	MSA REPLACEMENT MASKS/PARTS						5,000
	HOSE: 1000' 5"; 1000' 2-1/2"; 1000' 1-3/4"						5,500
	SCBA BOTTLE REPLACEMENT						10,000
	COFFEE AND COFFEE SUPPLIES						2,500
	POWER TOOL REPLACEMENT						4,000
	REPLACE ROPE						1,000
	ADDITIONAL FLASHLIGHTS MOUNTED IN APPARATUS						1,200
							48,400
001-3100-522.52-10	GAS, DIESEL, OIL, & GREASE	55,357	59,994	73,300	64,300	44,959	57,500
	LEVEL 3 TEXT					TEXT AMT	
	EST UNLEADED FUEL - 3800 GALS @ \$2.50 PER GALLON						9,500
	EST DIESEL FUEL - 10,000 GALS @ \$3.00 PER GALLON						30,000
	EST DIESEL FOR GENERATORS - 6000 GAL @ \$3.00 GAL						18,000
							57,500
001-3100-522.52-11	JANITORIAL SUPPLIES	11,050	11,509	10,400	9,000	5,978	8,000
	LEVEL 3 TEXT					TEXT AMT	
	PAPER PRODUCTS (TOWELS, TOILET PAPER, ETC)						3,000
	CLEANING SUPPLIES FOR STATION & APPARATUS						3,200
	DRY-SORB FOR OIL SPILLS						800
	MOPS/BUCKETS/BRUSHES/COOLER/BROOMS/						1,000
							8,000
001-3100-522.52-12	UNIFORMS	40,279	22,412	36,000	36,000	17,227	76,354
	LEVEL 3 TEXT					TEXT AMT	
	BRUSHFIRE GOGGLES, HELMETS, GEAR, RESPIRATORS						3,000
	SEARCH & RESCUE LIGHTS AND BULBS REPLACE						3,000
	NAME TAGS, COLLAR BRASS & BADGES						2,000
	NOMEX HOODS & BUNKER BOOTS						3,400
	UNIFORM T-SHIRTS, SWEATSHIRTS						10,000
	UNIFORM PANTS, BELTS						8,000
	HELMETS AND FACESHIELDS						5,000
	UNIFORMS NEEDS MISC.						1,500
	UNIFORM BOOTS (1 PAIR PER PERSON)						3,500
	REPLACE 9 SETS BUNKER GEAR @ 2256 EACH						20,304
	BRUSHFIRE BOOTS (1 PAIR PER PERSON)						12,150
	NOMEX HOODS						1,500
	SURVIVOR FLASH LIGHTS 1 EACH PERSON						3,000
							76,354
001-3100-522.52-15	POSTAL SERVICE	641	854	1,000	1,000	430	900
	LEVEL TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3						1,000
	BASED ON CURRENT USAGE MAILING OF HAZARDOUS USE PERMITS DEPARTMENT ITEMS SENT FOR REPAIR CERTIFIED MAIL ITEMS REDUCED PER CM (MM 7/27/15)						100- 900
001-3100-522.52-16	MEDICAL & LAB SUPPLIES	45,707	39,168	50,000	50,000	47,749	52,000
	LEVEL 3						
	TEXT					TEXT AMT	
	OXYGEN						55,000
	AIRWAY ADJUNCTS & RELATED RESPIRATORY EQUIPMENT						
	CARDIAC MONITOR SUPPLIES						
	BASIC LIFE SUPPORT SUPPLIES						
	DRUGS & SOLUTIONS						
	AUTOPULSE LIFE BANDS						
	AED PUBLIC ACCESS DEFIBRILLATOR PROGRAM SUPPLIES						
	EMS TRAINING EQUIPMENT AND SUPPLIES						
	MISC. MEDICAL SUPPLIES (GLOVES, SCOPES, BACKBOARD, BANDAGING, IV, CATHETER, ETC)						
	IMMUNIZATIONS (TB, HEP-A & B, TITER TEST)						
	REDUCED PER CM (MM 7/27/15)						3,000- 52,000
001-3100-522.52-17	CRP/EMS PROGRAM SUPPLIES	5,670	4,574	2,000	9,320	4,840	2,000
	LEVEL 3						
	TEXT					TEXT AMT	
	CARD STOCK FOR AHA TRAINING CENTER						2,000
	DVDS, BOOKS, INSTRUCTOR MATERIALS FOR AHA TC						2,000
001-3100-522.52-18	SHARPS PROGRAM SUPPLIES	935	687	2,000	3,970	505	660
	LEVEL 3						
	TEXT					TEXT AMT	
	SHARPS DISPOSAL						660 660
001-3100-522.54-00	DUES & MEMBERSHIPS	1,417	784	1,837	1,837	1,102	1,900
	LEVEL 3						
	TEXT					TEXT AMT	
	INTL. ASSOC. OF FIRE CHIEFS (SI/KB/CW)						750
	FLORIDA FIRE CHIEFS ASSOC. (SI/KB/CW/MN/BS/JW)						570
	VOLUSIA COUNTY FIRE CHIEFS ASSOC (DEPT MEMBERSHIP)						150
	INTL. ASSOC. OF ARSON INVESTIGATORS (CW)						50
	NATL. ASSOC. OF FIRE INVESTIGATORS (CW)						55
	EAST CENTRAL FLORIDA FIRE INSPECTORS ASSOC. (CW/LY)						100
	FLORIDA EMERGENCY PREPAREDNESS ASSOC.						100
	NATIONAL FIRE PROTECTION ASSOC. (SI/CW)						100

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	FLORIDA ADVISORY ON ARSON PREVENTION (CW)						25 1,900
001-3100-522.54-01	BOOKS & SUBSCRIPTIONS	1,166	2,680	3,354	3,354	1,949	4,255
	LEVEL 3						TEXT AMT
	NFPA CODES RENEWAL						1,255
	STATION LIBRARY FOR STAFF DEVELOPMENT						3,000
							4,255
*	OPERATING EXPENSE	1,006,235	1,021,019	1,235,382	1,256,780	927,573	1,204,067
001-3100-522.64-00	MACH & EQUIPMENT	49,462	16,877	0	9,000	8,821	0
001-3100-522.64-09	MOTOR VEHICLE ADDITIONS	4,244	0	0	0	0	0
*	CAPITAL OUTLAY	53,706	16,877	0	9,000	8,821	0
**	FIRE SERVICES	7,617,195	8,268,577	8,043,485	8,076,840	6,492,720	8,076,820
***	FIRE SERVICES	7,617,195	8,268,577	8,043,485	8,076,840	6,492,720	8,076,820

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
POLICE POLICE 001-3200-521.12-00	SALARIES AND WAGES	4,706,361	4,780,780	4,872,116	4,866,064	4,403,231	5,168,741
	LEVEL 3 TEXT					TEXT AMT	
						WAGES CURRENT STAFF	4,685,385
						INCENTIVE/SPECIALTY PAY	119,360
						HOLIDAY SHIFT PAY	84,185
						ACCRUAL PAYOUTS (DROP MEMBERS)	151,962
						SICK LEAVE BUY BACK	130,000
						ADDITIONAL INCENTIVE PAY CONTINGENCY	3,000
						CLOTHING ALLOWANCE	6,600
						3% WAGE INCREASE	140,568
						DOUBLE SLOT CHIEF ONE MONTH	8,800
						COR 2 POS OVERSTATED/MISC CORR (RK 090215)	161,119-
							5,168,741
001-3200-521.14-00	OVERTIME	452,113	458,349	445,376	445,376	421,366	460,000
	LEVEL 3 TEXT					TEXT AMT	
						DEPARTMENT OVERTIME-	468,500
						UNSCHEDULED OT (ERT, CID, SHIFT COVERAGE, CRITICAL INCIDENTS, LATE CALLS/ARREST, ETC.)	
						SCHEDULED OT (BIKE WEEK, RACE WEEK, FAIRS, BIKETOBERFEST, 4TH OF JULY, YMCA RUNS, BUBB RUN, XMAS PARADE, PUMKIN FEST NEW FY 15/16, COUNCIL SECURITY NEW FY 15/16, ETC.)	
						NOTE TO FINANCE - OT INCREASE DUE TO PUMPKIN FEST OF \$4,500. OT INCREASE DUE TO COUNCIL SECURITY OF \$4,000. OT INCREASE DUE TO UNDERBUDGETING OF \$15,000	
						REDUCED BY MANAGER	8,500-
							460,000
001-3200-521.21-00	FICA TAXES	369,732	374,136	406,847	407,509	345,437	430,656
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF	367,619
						OVERTIME	35,190
						HOLIDAY SHIFT PAY	6,441
						SICK LEAVE BUY BACK	9,945
						EST ACCRUAL PAYOUTS FOR DROP EMPLOYEES LEAVING	11,626
						CONTINGENT ADDITIONAL INCENTIVE PAY	230
						CLOTHING ALLOWANCE	505
						3.0% WAGE INCREASE	10,752
						DOUBLE SLOT CHIEF ONE MONTH	674
						COR 2 POS OVERSTATED/MISC CORR (RK 090215)	12,326-

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							430,656
001-3200-521.22-00	RETIREMENT CONTRIBUTIONS	2,885,056	3,064,195	3,080,525	3,081,650	2,521,672	3,410,003
	LEVEL 3						TEXT AMT
							POLICE PENSION CITY CONTRIBUTION 3,011,204
							POLICE PENSION STATE CONTRIBUTION 331,402
							ICMA & GENERAL PENSION 73,099
							POLICE PENSION 3% WAGE INCREASE 76,158
							POLICE ICMA 3% WAGE INCREASE 2,191
							DOUBLE SLOT CHIEF 1 MONTH 1,866
							COR 2 POS OVERSTATED/MISC CORR (RK 090215) 85,917-
							3,410,003
001-3200-521.23-00	HEALTH INSURANCE	527,747	548,072	647,775	648,727	527,009	698,520
	LEVEL 3						TEXT AMT
							HEALTH 653,715
							DENTAL 43,143
							LIFE 14,467
							3.0% ON LIFE 430
							COR 2 POS OVERSTATED/MISC CORR (RK 090215) 13,235-
							698,520
001-3200-521.24-00	WORKER'S COMPENSATION	64,548	70,071	74,387	74,387	76,233	76,544
	LEVEL 3						TEXT AMT
							CURRENT STAFF 76,820
							3.0% WAGE INCREASE 1,998
							NEW DOUBLE SLOT CHIEF 1 MONTH 132
							COR 2 POS OVERSTATED/MISC CORR (RK 090215) 2,406-
							76,544
001-3200-521.25-00	UNEMPLOYMENT COMP	2,742	1,173	0	0	2,963	0
001-3200-521.26-00	EAP BENEFIT	3,678	3,740	4,055	4,055	3,496	4,132
	LEVEL 3						TEXT AMT
							CURRENT STAFF 4,204
							NEW DOUBLE SLOT CHIEF 1 MONTH 3
							COR 2 POS OVERSTATED/MISC CORR (RK 090215) 75-
							4,132
* PERSONNEL SERVICES		9,011,977	9,300,516	9,531,081	9,527,768	8,301,407	10,248,596

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-3200-521.31-12	LEGAL SERVICES	100	590	2,750	750	0	2,750
	LEVEL 3 TEXT					TEXT AMT	
							1,200
							200
							750
							300
							300
							2,750
001-3200-521.31-13	OTHER PROF. SERVICES	38,064	35,788	43,615	58,714	54,636	124,915
	LEVEL 3 TEXT					TEXT AMT	
							5,565
							300
							10,500
							1,000
							1,500
							500
							5,000
							1,500
							1,000
							16,000
							3,500
							1,750
							4,500
							1,500
							500
							70,000
							300
							70,000-
							70,000
							124,915
001-3200-521.31-14	PHYSICALS	80	0	0	0	0	0
001-3200-521.31-32	POLYGRAPH/BACKGROUND EMP	50	0	0	0	0	0
001-3200-521.34-13	UNIFORM CLEANING	23,246	21,964	25,000	25,000	23,800	25,000
	LEVEL 3 TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3 DRY CLEANING SERVICES FOR DEPARTMENT TO INCLUDE ALTERATIONS, UNIFORM REPAIRS, PATCH SEWING, ZIPPER REPLACEMENT, JAIL JUMPSUIT CLEANING, ETC						25,000
							25,000
001-3200-521.35-00	INVESTIGATIONS	0	0	0	368	368	1,000
	LEVEL 3 TEXT CID BUY MONEY REPLENISHMENT ***** THIS \$1,000 WAS MOVED HERE FROM 49-05 (LP 9-2-15)					TEXT AMT	1,000
							1,000
001-3200-521.40-00	TRAVEL PER DIEM	6,153	6,419	6,500	6,500	5,013	6,500
	LEVEL 3 TEXT TRAVEL FOR: FPCA, IACP, FDLE LAB RUNS, FBINAA, DRE, VFPCA, EVIDENCE COURIER RUNS, DRUG/GUN DESTRUCTS, CRIMINAL SUBPOENAS OUT OF COUNTY, STATE PAL, OUT OF COUNTY INTERVIEWS FOR DETECTIVES, ETC ANNUAL CITY MANAGER STATE OF THE CITY BREAKFAST					TEXT AMT	6,400
							100 6,500
001-3200-521.40-10	EMPLOYEE TRAINING	5,738	6,679	7,000	11,000	10,307	12,000
	LEVEL 3 TEXT VARIOUS TRAINING CLASSES FOR DEPARTMENT SWORN AND NON-SWORN PERSONNEL, ERT, CANINE, CSO, ACO, MOTORS, INVESTIGATIONS, ACCREDITATION, BACKGROUND INVESTIGATIONS, HIGH LIABILITY, MANAGEMENT CLASSES, INTERNAL AFFAIRS TRAINING, PUBLIC RECORDS CLASSES, DEFENSIVE TACTICS, GROUND FIGHTING, COMBAT SHOOTING CLASSES, LEADERSHIP TRAINING, DUI/FSE, RADAR TRAINING, DEFENSIVE DRIVING, SEX CRIMES, HOSTAGE NEGOTIATIONS, ACCIDENT RECONSTRUCTION, TRAFFIC HOMICIDE TRAINING, FIELD TRAINING OFFICER CLASSES, INTERVIEWS AND INTEROGATIONS TRAINING, NARCOTICS TRAINING, ETC. INCREASING COST & TRAINING HOURS DUE TO TRANSITION PLAN & INDUSTRY TRENDS REDUCED PER CM (MM 7/27/15)					TEXT AMT	14,000
							2,000- 12,000
001-3200-521.41-00	COMMUNICATION SERVICES	72,230	77,402	98,030	98,376	71,385	98,030
	LEVEL 3 TEXT TELEPHONE SERVICES (AT&T, BELL SOUTH, IP PHONES)					TEXT AMT	12,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	CELLULAR SERVICES (AT&T) - 43 SMART PHONES						42,720
	AIR CARD COSTS FOR 87 AT&T AIRCARD UNITS FOR:						
	PATROL, MOTORS, ANIMAL CONTROL FOR VCSO CAD/RMS						41,760
	BRIGHTHOUSE NETWORK FOR INTERNET LINES (IT)						1,050
	CELL PHONE REPLACEMENT/SUPPLIES						500
							98,030
001-3200-521.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	2,000	2,000	915	2,000
	LEVEL 3 TEXT					TEXT AMT	
	RENTAL OF VEHICLES FOR THE SPECIAL INVESTIGATIONS						2,000
	UNIT FOR COVERT UNDERCOVER OPERATIONS AS THEIR						
	ASSIGNED VEHICLES BECOME KNOWN. THESE VEHICLES						
	CAN BE RENTED AS NEEDED BY THE DAY, WEEK OR MONTH.						2,000
001-3200-521.44-13	FLEET FINANCING	396,492	423,793	459,021	459,021	382,518	494,043
001-3200-521.45-19	VEHICLE INSURANCE	43,125	45,375	42,158	42,158	35,132	39,492
001-3200-521.45-20	MARINE UNIT INSURANCE	0	0	280	280	0	280
	LEVEL 3 TEXT					TEXT AMT	
	REGIONAL MARINE UNIT INSURANCE						280
							280
001-3200-521.46-10	GENERAL EQUIP MAINT	8,397	14,754	34,675	25,727	20,051	35,000
	LEVEL 3 TEXT					TEXT AMT	
	COPY MACHINE CHARGES-MAINTENANCE/REPAIR(8 COPIERS)						9,600
	MAINTENANCE ON: WINDOW TINT METERS,DUI INTOXILYZER						
	CAMCORDERS, LASER UNITS						2,175
	FIRE EXTINGUISHER MAINTENANCE (CARS)						1,000
	FIREARM MAINTENANCE (PISTOLS, SHOTGUNS, AR-15'S)						4,500
	VIP GOLF CART MAINTENANCE/REPAIR (2 GOLF CARTS)						2,000
	IN CAR POLICE VIDEO CAMERA MAINTENANCE (8 CAMERAS)						1,500
	LIVESCAN FINGERPRINT MAINT INCL. 12 RAPID ID UNITS						4,200
	PAPER SHREDDERS REPAIRS/MAINTENANCE						500
	TRAFFIC METRO COUNT DEVICES						500
	GUN CLEANING SYSTEMS MAINTENANCE (TWO UNITS)						200
	COMMUNITY SPEED TRAILER BATTERY REPLACEMENT (CY)						2,000
	TASER REPAIRS						3,500
	MESSAGE BOARD MAINTENANCE/REPAIRS/BATTERIES (CY)						1,500
	FITNESS/EXERCISE/CARDIO EQUIPMENT SERVICE/MAINT.						1,000
	ANNUAL CALIBRATION OF SOUND METERS						500
	ALPR ANNUAL MAINTENANCE CONTRACT, EFF MARCH FY16						5,184
	EVIDENCE DRYER FILTERS REPLACED 4X ANNUALLY						3,860
	REMOVE MESSAGE BOARD MAINT PER DEPT						1,500-

	REDUCED PER THE CM (LP 7-27-15)						7,219-

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							35,000
001-3200-521.46-12	VEH MAINT/REPAIR	359,569	258,521	290,000	290,000	221,504	290,000
	LEVEL 3 TEXT						TEXT AMT
							290,000
							290,000
001-3200-521.46-14	MOTORCYCLE MAINT	0	312	0	0	0	0
001-3200-521.46-16	BUILDING MAINT	57,584	66,404	19,250	23,722	23,363	21,500
	LEVEL 3 TEXT						TEXT AMT
							18,250
							2,500
							750
							21,500
001-3200-521.46-18	CONT MAINT/COMM EQUIP	37,405	41,926	54,625	46,625	42,182	58,000
	LEVEL 3 TEXT						TEXT AMT
							42,137
							1,650
							2,000
							2,000
							10,500
							1,800

							REDUCTION PER THE CM (LP 7/23/15)

							2,087-
							58,000
001-3200-521.46-20	MARINE UNIT MAINTENANCE	1,929	2,074	2,000	2,000	1,753	2,000
	LEVEL 3 TEXT						TEXT AMT
							2,000
							2,000
001-3200-521.47-00	PRINTING & BINDING	10,327	7,995	14,500	6,100	3,307	11,500
	LEVEL TEXT						TEXT AMT

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	LITOCRAFT, PRIDE, COUCHMAN: VARIOUS DEPARTMENT PRINTING OF FORMS, ARREST 707'S VICTIM ADVOCATE BOOKLETS, DEPARTMENT STATIONARY, ENVELOPES, DOMESTIC VIOLENCE MATERIALS, ANNUAL REPORT, AGENCY BROCHURES, BUSINESS CARDS, ANIMAL CITATIONS, WRITTEN WARNINGS, PARKING TICKETS, RED TAGS, ACCREDITATION VEHICLE DECALS, LAW ENFORCEMENT DIRECTORY, ETC. ***** REDUCTION PER THE CM (LP 7/23/15) *****						14,500 3,000- 11,500
001-3200-521.49-20	EQUIPMENT NON CAPITAL	43,020	63,080	40,025	86,048	65,430	50,175
LEVEL 3	TEXT DIGITAL CAMERAS/REPLACEMENTS ASP BATONS/HANDCUFFS TASER CARTRIDGES - 25' FOR DUTY USE (150) FLASHLIGHTS - DUTY BELT/CAR ASP BATON AND TASER HOLSTERS REPLACEMENT PORTABLE RADIO BATTERIES (JAGUARS/MRK) BODY ARMOR (5 YEAR REPLACEMENT FOR 19 OFC) > OF 5 BODY ARMOR - NEW OFC POS. RETIREMENTS DIGITAL VOICE RECORDERS (OFFICERS, DETECTIVES) HOLSTERS/DUTY GEAR (INNER BELTS/OUTER BELTS) REPLACEMENT FLARES (CRASH SCENES) AUDIO/VIDEO SURVEILLANCE EQUIP UNDERCOVER OPS ANIMAL CONTROL AMMONIA READER SUPPLIES VEH. ELECTRONIC CITATION EQUIPMENT, REPLACEMENT PROGRAM, 2012 FDOT GRANT FUNDED (PRINTERS, SIG. PADS, USB HUBS, MAG READERS, CABLES, ETC.)						TEXT AMT 1,000 600 4,200 2,000 1,000 4,800 12,000 6,000 1,000 1,000 1,075 5,000 500 10,000 50,175
001-3200-521.49-21	NON-CAP EQUIPMENT GRANT	0	8,842	0	0	0	0
001-3200-521.49-66	TFR TO 506 BLDG MAINT FD	129,744	183,919	374,587	374,587	312,156	277,053
LEVEL 3	TEXT INITIAL ADJUSTMENT (LP 9/2/15)						TEXT AMT 279,315 2,262- 277,053
001-3200-521.51-00	OFFICE SUPPLIES	37,255	31,386	41,000	20,332	15,126	38,000
LEVEL 3	TEXT VARIOUS DEPARTMENT OFFICE SUPPLIES: (CD'S, DVD'S, PENS, PAPER CLIPS, PAPER, INVESTIGATOR NOTEBOOKS, CALCULATOR TAPE, LABEL SUPPLIES, STAPLES, POST IT						TEXT AMT 28,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	PADS, FOLDERS, FILES, HANGING FOLDERS, BINDERS, BINDER CLIPS, IA FOLDERS, CALENDARS, SCOTCH TAPE TONER CARTRIDGES FOR PATROL, EVIDENCE, DETECTIVES RECORDS, QUARTERMASTER, JAIL, ADMIN ASSISTANT) INK PRINTER CARTRIDGES FOR 74 DEPARTMENT PRINTERS FAX MACHINE PRINTER CARTRIDGES THERMAL PAPER FOR PATROL VEHICLE PRINTERS ***** REDUCTION PER THE CM (LP 7/23/15) *****						7,000 2,000 3,500 3,000- 38,000
001-3200-521.52-00	OTHER OPERATING SUPPLIES	90,752	88,177	79,161	84,086	68,914	86,461
	LEVEL 3 TEXT					TEXT AMT	
	DEPARTMENT AMMUNITION-QUALIFICATIONS/TRAINING/ERT						38,100
	LESS LETHAL SIMUNITIONS / TRAINING SUPPLIES						7,000
	PEPPER SPRAY REPLACEMENT						1,000
	CONFIDENTIAL LICENSE PLATE RENEWALS (19 PD CARS)						972
	REPLACEMENT FLEET REGISTRATIONS/TITLES (15 CARS)						2,200
	ANIMAL CONTROL DOG/CAT FOOD, SUPPLIES & EQUIPMENT						2,500
	FINGERPRINT KITS AND CRIME SCENE SUPPLIES						3,000
	QUARTERLY CITY MANAGER/VIP MEETINGS						500
	ANNUAL VIP AWARDS/SERVICE RECOGNITION DINNER						1,000
	K-9 FOOD & SUPPLIES (5 POLICE DOGS)						8,200
	GRAPHIC REPLACEMENT FOR DAMAGED FLEET VEHICLES						1,000
	PLAQUES FOR RETIREMENTS, ETC						500
	PATROL/CID/ADMIN/EVIDENCE - MISC. SUPPLIES						4,500
	FACILITY FLAG REPLACEMENT (TWICE ANNUALLY)						339
	ACCREDITATION AUTO DECAL REPLACEMENT						500
	INTOXILYZER SUPPLIES						1,250
	POLICE BICYCLE SUPPLIES (4 BICYCLES)						500
	ERT SUPPLIES (GAS, LESS LETHAL, SLINGS, STRAPS, TARGETS, GAS MASK FILTERS, GOGGLES/GLASSES, ETC.)						7,500
	POLICE ID CARDS (POLICE/SHERIFFS PRESS)						300
	TRAFFIC SAFETY VESTS						300
	RAINGEAR						300
	METH LAB TASK FORCE REPLACEMENT SUPPLIES						5,000 86,461
001-3200-521.52-09	PD GRANT OP. SUPPLIES	53,748	2,235-	0	0	0	0
001-3200-521.52-10	GAS, DIESEL, OIL, & GREASE	287,163	301,324	320,050	320,050	187,507	227,550
	LEVEL 3 TEXT					TEXT AMT	
	90,000 GALLONS @ \$2.50 PER GAL (PER FLEET SUPV)						225,000
	93 OCTANE FUEL FOR 2 POLICE HARLEY MOTORCYCLES						1,600
	NATURAL GAS FOR PD GENERATORS, HOT WATER HEATERS						950 227,550

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-3200-521.52-11	JANITORIAL SUPPLIES	6,239	7,367	8,500	6,500	4,327	8,000
	LEVEL 3 TEXT					TEXT AMT	
	JANITORIAL SUPPLIES: MOPS, GARBAGE BAGS, MOP HEADS, TRASH BAG LINERS, FLOOR CLEANING SUPPLIES, BROOMS, COUNTER TOP CLEANER, BLEACH, SOAP DISPENSER SUPPLIES, TOILET PAPER, PAPER TOWELS, STAINLESS STEEL CLEANER, DISINFECTANTS, GLASS CLEANER, CARPET CLEANER, KITCHEN/DISHWASHER SOAP, LYSOL, TOILET SEAT COVERS, WET FLOOR SIGNS, DUSTING SUPPLIES, SCRUB PADS, DUST PANS, SPONGES, SPRAY CLEANERS, MAID CART SUPPLIES, MOP BUCKET/WRINGER REPLACEMENT BRUSHES/SQUEEGEES FOR FLOOR SCRUBBER REPLACEMENT VACCUM CLEANERS						8,000
	*****						250
	REDUCTION PER THE CM (LP 7/23/15)						250
	*****						500-
							8,000
001-3200-521.52-12	UNIFORMS	29,581	25,404	37,500	33,931	33,380	36,000
	LEVEL 3 TEXT					TEXT AMT	
	POLICE UNIFORM SHIRTS LONG/SHORT, SUMMER SHIRTS, PANTS, ANIMAL CONTROL UNIFORMS, CSO UNIFORMS, VIP UNIFORMS, PATROL CSO UNIFORMS, RECORDS STAFF UNIFORMS, EMERGENCY RESPONSE TEAM BDU'S, HONOR GUARD UNIFORMS, SHOES, BOOTS, HATS, BALLCAPS DUTY BELTS, MOTOR BREECHES, TIES, TIE PINS, K-9 UNIFORMS, CUSTODIAN SHIRTS, WINTER JACKETS, DICKEYS, TRAINING INSTRUCTOR POLO'S, CPA SHIRTS, ETC						36,500
	DEPARTMENT PATCHES FOR UNIFORMS: (POLICE, VIPS, CSO'S, ANIMAL CONTROL)						1,000
	REDUCED PER CM (MM 7/27/15)						1,500-
							36,000
001-3200-521.52-15	POSTAL SERVICE	2,553	1,376	3,000	3,000	2,114	2,500
	LEVEL 3 TEXT					TEXT AMT	
	POST OFFICE SUPPLIES, STAMPS, ETC						1,500
	FEDERAL EXPRESS SHIPPING/POSTAL SUPPLIES						1,500
	REDUCED PER CM (MM 7/27/15)						500-
							2,500
001-3200-521.52-16	MEDICAL & LAB SUPPLIES	1,129	4,654	4,350	4,350	3,160	4,350
	LEVEL TEXT					TEXT AMT	

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	TITER TESTING FOR EMPLOYEES						350
	TETANUS SHOTS						675
	VACCINATION PROGRAM						650
	TB TESTING AND VACCINES						250
	BIO HAZARD AND EXPOSURE SUPPLIES						225
	DRUG TESTING NOT COVERED BY RISK MANAGEMENT						200
	RABIES VACCANATION FOR ANIMAL CONTROL OFFICERS						250
	PPE SUPPLIES (GLOVES, SPIT SHIELDS, FIRST AID)						250
	STERI-CYCLE BIO-HAXARD WASTE MONTHLY PICK UP						1,500
							4,350
001-3200-521.52-20	MARINE UNIT SUPPLIES/FUEL	52	0	1,000	1,000	332	1,000
LEVEL 3	TEXT					TEXT AMT	
	MARINE UNIT MAINTENANCE AND SUPPLIES						1,000
							1,000
001-3200-521.54-00	DUES & MEMBERSHIP	4,744	5,230	5,460	6,960	6,896	5,460
LEVEL 3	TEXT					TEXT AMT	
	POWER DMS TRAINING DUES						2,400
	FLORIDA POLICE CHIEFS ASSOCIATION,						700
	ROCIC, FBINAA, EQUIFAX, VOLUSIA POLICE CHIEFS						
	ASSOCIATION, FLORIDA SWAT, FLA-PAC, NOTARY PUBLIC						
	MEMBERSHIPS, FLORIDA ANIMAL CONTROL ASSOCIATION,						
	DATA SHARING CONSORTIUM, DRUG TRAK MEMBERSHIP,						
	INT'L CHIEFS OF POLICE ASSOCIATION, ERT TACTICAL						
	OFFICERS ASSOCIATION, PROPERTY & EVIDENCE						
	ASSOCIATION, AMERICAN POLYGRAPH ASSOCIATION,						
	LAW ENFORCEMENT EXECUTIVE DEVELOPMENT (LEEDA)						
	CITIZEN OBSERVER ALERT NETWORK						1,560
	3SI GPS TRACKING SYSTEM DUES						400
	ANNUAL CANINE CODE BLUE LICENSING FEE (K-9)						400
							5,460
001-3200-521.54-01	BOOKS & SUBSCRIPTIONS	2,861	2,820	3,000	1,000	469	3,000
LEVEL 3	TEXT					TEXT AMT	
	ACCURINT, IPTM, DRUG BIBLES, NATIONAL NOTARY,						2,550
	LEXIS/NEXIS, IAPE, ETC						
	CRIME REPORTS.COM (FOR WEBSITE)						200
	NEWS JOURNAL PD SUBSCRIPTION						250
							3,000
* OPERATING EXPENSE		1,749,330	1,731,340	2,019,037	2,040,185	1,596,045	1,963,559
001-3200-521.64-00	MACH & EQUIPMENT	22,868	0	0	16,700	15,754	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-3200-521.64-22	GRANT CAPITAL	6,831	0	0	20,000	10,000	0
*	CAPITAL OUTLAY	29,699	0	0	36,700	25,754	0
001-3200-521.81-10	AIDS TO HUMANE SOCIETY	77,007	63,451	72,500	72,500	70,000	72,500
	LEVEL 3						
	TEXT					TEXT	AMT
	COSTS FOR ANIMALS PICKED UP EMANATING WITHIN THE CITY AND DELIVERED TO HALIFAX HUMANE SOCIETY BY ANIMAL CONTROL OFFICERS AND/OR A PRIVATE CITIZEN (DOMESTIC ANIMALS AND WILDLIFE) TO INCLUDE: 1,2,AND 3 DAY IMPOUNDMENT, LIVESTOCK, DECEASED ANIMALS, QUARANTINED ANIMALS, CONFISCATED ANIMALS, ALL STRAY ANIMALS, RABIES IMPOUNDMENT, INJURED ANIMALS, ETC						72,500
							72,500
*	GRANTS & AIDE	77,007	63,451	72,500	72,500	70,000	72,500
**	POLICE	10,868,013	11,095,307	11,622,618	11,677,153	9,993,206	12,284,655
***	POLICE	10,868,013	11,095,307	11,622,618	11,677,153	9,993,206	12,284,655

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-4300-541.12-00	PUBLIC WORKS PUBLIC WORKS SALARIES AND WAGES	524,755	465,585	545,591	545,591	469,729	628,180
	LEVEL 3 TEXT					TEXT AMT	
						WAGES CURRENT STAFF	594,562
						BOOT ALLOWANCE	3,218
						3.0% WAGE INCREASE	21,574
						SCIK LEAVE BUY BACK	18,800
						NEW BUDGET ANALYST	42,423
						NEW PROJECT ADMINISTRATOR	39,662
						NEW - OPERATIONS SUPPORT ADMINISTRATOR	42,423
						REDUCE PROJECT ADMIN POSTION PER CM 07-27-15 KM	40,852-
						1 POS TO 412/2 POS TO 506 (RK 090215)	93,630-
							628,180
001-4300-541.12-20	CAPITAL/PROJ LABOR OFFSET	0	68-	0	0	0	0
001-4300-541.14-00	OVERTIME	14,537	14,061	15,000	15,000	18,527	16,000
	LEVEL 3 TEXT					TEXT AMT	
						CALL OUTS FOR ADVERSE WEATHER, DOWN TREES, ROADWAY	
						DECREPANCIES, AND SPECIAL EVENTS. AVG MONTHLY	
						EXPENDITURES 2260 X 12 MONTHS	27,120
						REDUCED BY CM 07-27-15 KM	11,120-
							16,000
001-4300-541.15-10	CERTIFICATION/LICENSES	0	407	0	500	415	0
001-4300-541.21-00	FICA TAXES	40,193	35,510	42,895	42,895	35,734	49,289
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF	45,739
						OVERTIME	1,224
						SICK LEAVE BUY BACK	1,439
						3.0% WAGE INCREASE	1,557
						NEW BUDGET ANALYST	3,246
						NEW PROJECT ADMINISTRATOR	3,035
						NEW OPERATIONS SUPPORT ADMINISTRATOR	3,246
						REDUCE PROJECT ADMIN POSTION PER CM 07-27-15 KM	3,035-
						& REDUCTION IN OT	
						1 POS TO 412/2 POS TO 506 (RK 090215)	7,162-
							49,289
001-4300-541.22-00	RETIREMENT CONTRIBUTIONS	69,634	57,842	66,068	66,068	57,258	93,019
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF	91,186
						3.0% WAGE INCREASE	3,135
						NEW BUDGET ANALYST	6,661

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	NEW PROJECT ADMINISTRATOR						6,227
	NEW OPERATIONS SUPPORT ADMINISTRATOR						6,661
	REDUCE PROJECT ADMIN POSTION PER CM 07-27-15 KM						6,227-
	REDUCTION IN OT						
	1 POS TO 412/2 POS TO 506 (RK 090215)						14,624- 93,019
001-4300-541.23-00	HEALTH INSURANCE	84,573	85,110	98,212	98,212	81,638	119,626
	LEVEL 3						
	TEXT					TEXT AMT	
	HEALTH					116,415	
	DENTAL					7,683	
	LIFE					1,852	
	3.0% ON LIFE					66	
	2 NEW POSITIONS HEALTH					11,940	
	2 NEW POSITIONS DENTAL					788	
	2 NEW POSITIONS LIFE					264	

	REVISED TO REMOVE PROJECT ADMIN POSITION & ACCOUNT FOR REDUCTION IN OVERTIME						

	1 POS TO 412/2 POS TO 506 (RK 090215)						19,382- 119,626
001-4300-541.24-00	WORKER'S COMPENSATION	14,676	14,141	16,336	16,336	16,902	16,753
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					18,997	
	3.0% WAGE INCREASE					547	
	2 NEW POSITIONS					77	

	REDUCED PROJECT ADMIN POSTION PER CM 07-27-15 KM AND FOR REDUCTION IN OT						
	1 POS TO 412/2 POS TO 506 (RK 090215)						2,868- 16,753
001-4300-541.26-00	OPEB / EAP BENEFIT	569	542	595	595	501	688
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					726	
	2 NEW POSITIONS					74	

	REDUCE PROJECT ADMIN POSTION PER CM 07-27-15 KM						
	1 POS TO 412/2 POS TO 506 (RK 090215)						112- 688
*	PERSONNEL SERVICES	748,937	673,130	784,697	785,197	680,704	923,555

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-4300-541.34-14	CONTRACT SERVICES OTHER	6,684	20,715	9,500	31,350	30,643	87,500
	LEVEL 3						
	TEXT					TEXT	AMT
	HAZARDOUS AND LARGE TREE REMOVAL SERVICE						20,000
	CABLE REPAIRS						500
	DUNLAWTON MEDIANS FERTILIZER AND PEST CONTROL						4,500
	ANNUAL SERVICES						
	G&K SERVICES - WHITE TOWELS FOR SIGN SHOP						2,500
	CONTRACT HERBICIDE SPRAYING FOR WEEDS ON CURBS, SIDEWALKS, AND FLOWER BEDS						60,000
							87,500
001-4300-541.34-15	TEMP HELP SERVICE FEE	0	91,789	0	7,237	5,905	0
001-4300-541.34-20	MOWING CONTRACT SERVICE	240,023	106,397	260,222	273,022	260,949	492,148
	LEVEL 3						
	TEXT					TEXT	AMT
	MOWING CONTRACT SECTION 1						73,290
	MOWING CONTRACT SECTION 2						89,543
	MOWING CONTRACT SECTION 3						60,062
	MOWING CONTRACT SECTION 4						213,828
	MOWING CONTRACT SECTION 4A						183,277
	TO IMPROVE THE LANDSCAPE AND TURF AESTHETICS IN HIGH VISIBILITY RIGHTS OF WAY IN THE CITY. FUNDING REQUESTED WILL ADDRESS THE DESIRED INCREASE IN LEVEL OF SERVICE. *****						
	REDUCE AMOUNT REQUESTED - DEPT DIRECTOR AND CM WORKING ON DEFINING INCREASE IN LEVEL OF SERVICE AND ACTUAL AMOUNT OF ADD'L FUNDING REQUIRED. (LP 7-22-15 & 7/27/15))						127,852-
							492,148
001-4300-541.40-00	TRAVEL PER DIEM	2,312	205	500	500	0	1,000
	LEVEL 3						
	TEXT					TEXT	AMT
	TRAINING SEMINARS (MOT CERT, CHAIN SAW SAFETY COURSE, HERBICIDES CERTIFICATIONS & RE-CERTIFICATIONS)						1,000
							1,000
001-4300-541.40-10	EMPLOYEE TRAINING	0	0	1,000	1,000	385	2,500
	LEVEL 3						
	TEXT					TEXT	AMT
	MAINTENANCE OF TRAFFIC CE, HERBICIDES/FERTILIZERS CERTIFICATION/RENEWAL, AND SAFETY FIRST AID TRN						2,500
							2,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-4300-541.41-00	COMMUNICATION SERVICES	13,289	15,606	14,052	15,686	10,993	8,558
	LEVEL 3 TEXT					TEXT AMT	
							3,000
							1,000
							2,640
							1,918
							8,558
001-4300-541.43-10	ELECTRICAL SERVICES	582,060	635,320	660,000	660,000	575,488	660,000
	LEVEL 3 TEXT					TEXT AMT	
							660,000
							660,000
001-4300-541.44-10	EQUIP/OTHER RENTAL/LEASE	0	8,000	0	18,000	18,000	5,000
	LEVEL 3 TEXT					TEXT AMT	
							5,000
							5,000
001-4300-541.45-19	VEHICLE INSURANCE	8,625	10,875	9,062	9,062	7,552	6,334
	LEVEL 3 TEXT					TEXT AMT	
							6,334
							6,334
001-4300-541.46-10	GENERAL EQUIP MAINT	9,623	7,551	13,130	13,895	3,149	13,000
	LEVEL 3 TEXT					TEXT AMT	
							6,200
							1,500
							5,300
							13,000
001-4300-541.46-11	REGULAR MAINT/INSP EQUIP	32,537	38,164	27,000	49,400	42,655	36,500
	LEVEL 3 TEXT					TEXT AMT	
							25,000
							1,500
							3,000
							7,000
							36,500
001-4300-541.46-12	VEH MAINT/REPAIR	90,869	78,839	116,400	76,000	60,778	96,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LEVEL 3 TEXT AVERAGE 9,700 PER MONTH ***** REDUCTION PER THE CM (LP 7/23/15) *****						TEXT AMT 116,400 20,400- 96,000
001-4300-541.46-18	CONT MAINT/COMM EQUIP	140-	0	500	500	200	0
001-4300-541.49-20	EQUIP & OTHER NON-CAPITAL	416	0	0	4,983	4,983	5,000
	LEVEL 3 TEXT MINOR EQUIPMENT AND PARTS - WEEDEATERS, JET HEADS, GRINDERS, AND BLADES						TEXT AMT 5,000 5,000
001-4300-541.49-66	TRF TO 506 BLDG MAINT FD	37,044	37,755	36,455	36,455	30,379	34,599
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)						TEXT AMT 34,087 512 34,599
001-4300-541.51-00	OFFICE SUPPLIES	3,203	3,028	1,752	1,752	2,783	2,500
	LEVEL 3 TEXT MISC. OFFICE SUPPLIES						TEXT AMT 2,500 2,500
001-4300-541.52-00	OTHER OPERATING SUPPLIES	31,308	32,062	35,000	35,000	25,132	29,200
	LEVEL 3 TEXT MISC. PLUMBING SUPPLIES MISC. SUPPLIES FLAGS ROADWAY/GROUNDS/LANDSCAPING SUPPLIES BATTERY FOR MESSAGE BOARD OTHER						TEXT AMT 12,000 10,000 800 2,500 900 3,000 29,200
001-4300-541.52-01	IRRIGATION	0	0	0	0	0	2,000
	LEVEL 3 TEXT IRRIGATION SUPPLIES AND EQUIPMENT						TEXT AMT 2,000 2,000
001-4300-541.52-10	GAS, DIESEL, OIL, & GREASE	46,787	52,155	52,650	52,650	32,389	39,125
	LEVEL TEXT						TEXT AMT

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	EST UNLEADED 4,900 GAL @ \$2.50 EST DIESEL 11,000 GAL @ \$3.00 EST GENERATOR DIESEL 500 GAL @ \$3.00 BUDGET REDUCTION ADDT'L BUDGET REDUCTION						12,250 33,000 1,500 7,000- 625- 39,125
001-4300-541.52-12	UNIFORMS	3,042	3,327	3,795	3,795	3,859	4,752
LEVEL 3	TEXT UNIFORM RENTAL FOR 24 EMPLOYEES X165X12					TEXT AMT	4,752 4,752
001-4300-541.52-15	POSTAL SERVICE	43	53	96	96	29	60
LEVEL 3	TEXT \$5.00 PER MO. FOR 12 MONTHS					TEXT AMT	60 60
001-4300-541.52-17	AGRICULTURE SUPPLIES	2,190	2,108	70,000	30,367	2,079	17,646
LEVEL 3	TEXT BAHAIA SEED FERTILIZER ARBOR GREEN MULCH PITTOSPORUM JUNIPER SOD FOR VARIOUS AREAS AND CITY HALL PLANT REPLACEMENT ***** NOTE: \$60K FOR CONTRACT SPRAYING MOVED TO 34-14)					TEXT AMT	2,500 3,900 400 2,000 1,000 200 7,646 17,646
001-4300-541.53-00	ROAD MATERIAL & SUPPLY	9,300	8,240	12,000	13,000	10,742	14,000
LEVEL 3	TEXT ASPHALT FOR POTHOLE AND SHOULDER REPAIRS TACK SHELL LIMEROCK					TEXT AMT	7,500 1,500 2,000 3,000 14,000
001-4300-541.54-00	DUES & MEMBERSHIPS	1,092	0	0	0	0	1,350
LEVEL 3	TEXT CERTIFICATIONS FRO MOT, EROSION CONTROL, AND STORMWATER INSPECTION					TEXT AMT	1,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	APWA MEMBERSHIP						350 1,350
001-4300-541.54-01	BOOKS & SUBSCRIPTIONS	0	605	0	0	0	500
	LEVEL 3 TEXT SIGNS AND MOT MANUAL					TEXT AMT	500 500
* OPERATING EXPENSE		1,120,307	1,152,794	1,323,114	1,333,750	1,129,072	1,559,272
001-4300-541.64-00	MACH & EQUIPMENT	4,795	49,286	0	0	0	34,000
	LEVEL 3 TEXT ASPHALT RECYCLE 4-TON TRAILER					TEXT AMT	34,000

	----						34,000
* CAPITAL OUTLAY		4,795	49,286	0	0	0	34,000
** PUBLIC WORKS		1,874,039	1,875,210	2,107,811	2,118,947	1,809,776	2,516,827
*** PUBLIC WORKS		1,874,039	1,875,210	2,107,811	2,118,947	1,809,776	2,516,827

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	PARKS MAINTENANCE						
	PARKS MAINTENANCE						
001-4400-572.12-00	SALARIES AND WAGES	526,463	526,773	625,563	622,563	502,594	708,169
	LEVEL 3						
	TEXT					TEXT AMT	
	WAGES CURRENT STAFF					642,786	
	SICK LEAVE BUY BACK/ACCRUAL PAYOUTS					5,735	
	BOOT ALLOWANCE					3,630	
	3.0% WAGE INCREASE					20,748	
	RECLASSIFY PT CUSTODIAN TO FT					6,176	
	RECLASSIFY PT PROGRAM SPECIALIST TO FT					12,192	
	RECLASSIFY PT MAINTENANCE WORKER TO FT					8,151	
	NEW MAINTENANCE WORKER II					22,379	
	NEW POS TO 11 MTHS/ADDL COR PER REVIEW (RK 090215)					13,628-	
						708,169	
001-4400-572.14-00	OVERTIME	34,188	33,082	34,500	34,500	25,832	34,500
	LEVEL 3						
	TEXT					TEXT AMT	
	ORIGINAL BUDGET					31,595	
	INCREASE DUE TO INCREASED RENTALS,EVENTS, & TOURNAMENTS					2,905	
	NEW PROGRAM PUMPKIN FEST OVERTIME 306 HOURS					6,000	
	REDUCE FOR PUMPKIN FEST WHICH ISN'T HAPPENING					6,000-	
						34,500	
001-4400-572.21-00	FICA TAXES	38,920	39,135	51,891	51,891	36,920	56,802
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					49,863	
	OVERTIME					2,640	
	3.0% WAGE INCREASE					1,586	
	RECLASSIFY PT CUSTODIAN TO FT					473	
	RECLASSIFY PROGRAM SPECIALIST TO FT					933	
	NEW MAINTENANCE WORKER II					1,725	
	RECLASSIFY PT MAINTENANCE WORKER TO FT					624	
	NEW POS TO 11 MTHS/ADDL COR PER REVIEW (RK 090215)					1,042-	
						56,802	
001-4400-572.22-00	RETIREMENT CONTRIBUTIONS	64,345	62,458	76,524	76,524	57,861	108,880
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					97,926	
	3% WAGE INCREASE					3,164	
	RECLASSIFY PT CUSTODIAN TO FT					970	
	RECLASSIFY PT PROGRAM SPECIALIST TO FT					1,915	
	RECLASSIFY PT MAINTENANCE WORKER TO FT					1,280	
	NEW MAINTENANCE WORKER II					3,514	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	ADDL PER REVIEW (RK 090215)						111 108,880
001-4400-572.23-00	HEALTH INSURANCE	84,513	82,189	116,567	116,567	81,201	151,735
	LEVEL 3						TEXT AMT
							HEALTH 128,355
							DENTAL 8,471
							LIFE 2,011
							3.0% ON LIFE 62
							RECLASSIFY PT CUSTODIAN TO FT 3,199
							RECLASSIFY PT MAINTENANCE WORKER TO FT 3,208
							RECLASSIFY PT PROGRAM SPECIALIST TO FT 3,220
							NEW MAINTENANCE WORKER II 6,433
							PER ADDL REVIEW (RK 090215) 3,224-
							151,735
001-4400-572.24-00	WORKER'S COMPENSATION	7,362	8,246	9,758	9,758	9,483	10,970
	LEVEL 3						TEXT AMT
							CURRENT STAFF 9,558
							OVERTIME 638
							3.0% WAGE INCREASE 312
							RECLASSIFY PT CUSTODIAN TO FT 98
							RECLASSIFY PROGRAM SPECILIST TO FT 192
							NEW MAINTENANCE WORKER II 353
							RECLASSIFY PT MAINTENANCE OWRKER TO FT 129
							PER ADDL REVIEW (RK 090215) 310-
							10,970
001-4400-572.25-00	UNEMPLOYMENT COMPENSATION	414	4,636	0	0	0	0
001-4400-572.26-00	EAP BENEFIT	609	648	837	837	588	967
	LEVEL 3						TEXT AMT
							CURRENT STAFF 930
							NEW MAINTENANCE WORKER II 37
							967
*	PERSONNEL SERVICES	756,814	757,167	915,640	912,640	714,479	1,072,023
001-4400-572.31-13	OTHER PROF. SERVICES	0	1,803	0	0	0	0
001-4400-572.34-14	CONTRACT SERVICES OTHER	110,291	99,078	117,951	117,951	102,073	65,736
	LEVEL 3						TEXT AMT
							TURF MAINTENANCE CONTRACT (SPRAY & FERTILIZER 39,867
							ATHLETIC FIELDS) MCMASTERS
							SPRAY *NEW* FIELD AT CORACI, AND RIVERWALK 3,285

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	2 MONTHS 1B TREE MAINT.(TRIMMING/REMOVAL SERV)DONS TREE SERV. POND FOUNTAIN MAINTENANCE - FL. WATER FEATURES FIRE EXTINGUISHER/INSPECT,EXT. FOR ADULT CENTER, ADULT ANNEX,LAKESIDE,GYM,PARKS BUILDING,AND 3 CONCESSION STAND BUILDINGS - CERT.ELECT., MASTERCRAFT,FLORIDA FIRE PEST & RODENT REMOVAL(PIGS,RACOONS,ETC.) WELDING MAINTENANCE - DOCKS,SOCCER GOALS,BLEACHERS STRIPPING/WAXING FLOORS @ ADULT CENTER-BROOM HILDY *NEW* RIVERWALK SPLASH PAD MAINTENANCE 2 MONTHS ALLEN GREEN CENTER - VARIOUS SERVICES						4,800 3,128 2,671 1,300 3,500 2,685 2,500 2,000 65,736
001-4400-572.34-15	TEMP HELP SERVICE FEE	51,362	51,176	3,000	7,378	6,615	3,000
	LEVEL 3 TEXT TEMP SERVICES (REMEDY) SPECIAL PROJECTS,STAFF SHORTAGE COVERAGE					TEXT AMT	3,000 3,000
001-4400-572.34-20	MOWING CONTRACT SERVICE	152,383	129,837	174,895	174,895	161,252	198,530
	LEVEL 3 TEXT MOWING CONTRACT-ANNEX,LAKESIDE,AIRPORT,SPRUCE CREEK RECREATIONAL FACILITY,AMPHITEATER,CITY CENTR GYM,MEMORIAL,RIVER FRONT,SOUTHWINDS,WHITE PLACE, WILLOW RUN,HARBOR OAKS MOWING *INCREASES* CORACI,SKATE PARK, POWER LINE AREA CITY CIRCLE MOWING *NEW* RIVERWALK 1A AND 2 MONTHS 1B					TEXT AMT	174,895 18,635 5,000 198,530
001-4400-572.34-63	PROJECT OTHER CONTRACT	0	0	0	0	0	1,100
	LEVEL 3 TEXT ALLEN GREEN CENTER - ELECTRICAL SRVCS NOTE: THIS WILL MOVE TO 43-10 ELECTRICAL SRVCS ONCE THE ACCOUNT IS ESTABLISHED.					TEXT AMT	1,100 1,100
001-4400-572.40-00	TRAVEL PER DIEM	105	0	500	500	60	500
	LEVEL 3 TEXT MISC TRAVEL					TEXT AMT	500 500
001-4400-572.40-10	EMPLOYEE TRAINING	575	400	1,200	1,200	318	1,700

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
		LEVEL 3	TEXT TRAINING MEDIA (SAFETY VIDEOS, BOOKS, ECT.) SEMINARS, COURSES INSIDE AND OUTSIDE CITY			TEXT AMT 1,700 1,700	
001-4400-572.41-00	COMMUNICATION SERVICES	6,722	6,079	7,200	2,408	2,390	7,200
		LEVEL 3	TEXT COMMUNICATIONS SERVICES - EJ WARD, ITURAN			TEXT AMT 7,200 7,200	
001-4400-572.44-10	EQUIP/OTHER RENTAL/LEASE	8,528	8,700	12,000	12,000	12,895	12,000
		LEVEL 3	TEXT EQUIPMENT RENTAL/LEASING: STORAGE CONTAINERS(SOS STORAGE ON SITE) SEPTIC SERVICES (GODAWA) 45FT LIFT RENTAL FOR TREE LIGHTS SMALL LIFT FOR GYM (SOUTHERN EQUIPMENT)			TEXT AMT 3,600 4,500 2,359 1,541 12,000	
001-4400-572.44-13	FLEET FINANCING	67,098	76,193	101,543	101,543	84,619	120,928
001-4400-572.45-19	VEHICLE INSURANCE	6,750	9,750	6,698	6,698	5,582	6,706
		LEVEL 3	TEXT VEHICLE INSURANCE			TEXT AMT 6,706 6,706	
001-4400-572.46-10	GENERAL EQUIP MAINT	36	2,420	4,000	4,000	2,806	5,500
		LEVEL 3	TEXT GENERAL EQUIPMENT MAINT/SMALL EQUIPMENT REPAIRS CHARGED BACK FROM PUBLIC WORKS ALLEN GREEN CENTER - GENERAL MAINTENANCE			TEXT AMT 2,500 3,000 5,500	
001-4400-572.46-12	VEH MAINT/REPAIR	59,358	65,366	54,746	54,746	50,097	54,746
		LEVEL 3	TEXT VEHICLE MAINTENANCE TRSF			TEXT AMT 54,746 54,746	
001-4400-572.46-16	BUILDING REPAIRS	742	386	8,000	15,000	14,952	110,367
		LEVEL 3	TEXT PAINTING PROJECTS ADULT CENTER 2016 AND MISC OTHERS			TEXT AMT 8,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	AC REPAIRS - FLAIR CONTRACT						21,800
	ELECTRICAL CONTRACT (REPAIRS/INSTALLATION)						25,000
	GILES, ECONOMY						
	ELECTRICAL *NEW* ADD RIVERWALK 1A & 2 MONTHS 1B, AND NEW CORACI FIELD						2,000
	SIDE WALK /CONCRETE REPAIRS - SPARKS CONCRETE						2,500
	CONCRETE/REPAIRS *NEW* RIVERWALK 1A & 2 MONTH 1B						1,200
	LOCK REPAIRS TO PDL DOORS - ABC LOCK						2,800
	PLUMBING REPAIRS-BILL SHAFER & MASTERCRAFT PLUMB						5,900
	PLUMBING REPAIRS *NEW* RIVERWALK 1A & 2 MONTH 1B						1,000
	SOUND EQUIPMENT REPAIRS-CITY CENTER & EVENTS						2,000
	DECKING BOARD REPLACEMENT/STAINLESS STEEL SCREWS						8,557
	NEW REPLACEMENT PARK FURNITURE - TABLES, TRASH CANS, ETC. IN VARIOUS PARKS						10,000
	REPAIR SUPPLIES FOR PARKS - LUMBER						10,000
	ALLEN GREEN CENTER - MISC BLDG REPAIRS						9,610
							110,367
001-4400-572.46-17	BALLFIELD MAINT.	30,416	26,043	34,054	30,554	22,755	47,554
	LEVEL 3 TEXT					TEXT AMT	
	VARIOUS ITEMS:						34,054
	DIAMOND DRY 95 BAGS @ \$10.46 = \$994						
	FIELD DRY MARKER 110 BAGS @ \$8.66 = \$9,526						
	FIELD MARKER PAINT 460 CS @ \$39.00 = \$17,940						
	CLAY /TOP DRESS 200 YARDS @ \$ 24.00 = \$4,800						
	FIELD TOOLS (RAKES, SHOVELS, STRING, ECT) = \$794						
	REPLACE BASES, HOME PLATES, PITCHING RUBBERS, PITCHING MOUNDS						8,000
	SPORTS FIELD IRRIGATION REPAIRS & REPLACEMENTS						5,500
	CLOCK, VALVES, SPRINKLER HEADS, LINES, ETC.						
							47,554
001-4400-572.46-63	PROJECT REPAIR & MAINT	3,500	0	0	0	0	0
001-4400-572.49-19	LICENSES, TAXES & FEES	670	0	0	0	0	0
001-4400-572.49-20	EQUIPMENT NON-CAPITAL	0	23,651	0	9,055	8,940	0
001-4400-572.49-66	TRF TO 506 BLDG MAINT FD	179,328	219,433	290,853	290,853	242,378	166,233
	LEVEL 3 TEXT					TEXT AMT	
	INITIAL TRF TO 506 BLDG FUND						166,233
	ADJUSTMENT - NO CHANGE (LP 9/2/15)						
							166,233
001-4400-572.52-00	OTHER OPERATING SUPPLIES	30,370	36,776	31,057	30,057	26,574	18,000
	LEVEL 3 TEXT					TEXT AMT	
	HAND TOOLS(SHOVELS, BROOMS, PRUNERS, DRILLS, HAMMERS)						5,800
	GAS HAND TOOLS(WEED EATERS, BLOWERS, EDGER, POLE SAW						5,480

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	CHAIN SAW,& PARTS SPREADERS / SMALL WATER PUMPS ST OF FL DSL *NEW* RIVERWALK 1A AND 1B TOOLS, BLOWERS, ETC.						2,300 920 3,500 18,000
001-4400-572.52-10	GAS, DIESEL, OIL, & GREASE	40,683	38,962	48,350	48,350	26,954	36,400
	LEVEL 3 TEXT EST UNLEADED 7,600 @ \$2.50 PER GALLON EST DIESEL 4,000 & \$3.00 PER GALLON EST DIESEL FOR GENERATORS 1,800 @ \$3.00 PER GAL					TEXT AMT 19,000 12,000 5,400 36,400	
001-4400-572.52-11	JANITORIAL SUPPLIES	16,818	13,690	17,000	17,000	15,816	18,000
	LEVEL 3 TEXT TRASH BAGS, PAPER TOWELS, DOGGY BAGS, CLEANING SUPPLIES, VACUUM CLEANERS, ETC. *INCREASE* IN SUPPLIES, DOGGY BAGS, FOR RENTALS, EVENTS, TOURNAMENTS JANITORIAL SUPPLIES *NEW* RIVERWALK 1A & 2MONTH 1B					TEXT AMT 13,600 3,500 900 18,000	
001-4400-572.52-12	UNIFORMS	3,462	2,270	5,000	5,000	2,500	5,600
	LEVEL 3 TEXT UNIFORM LEASING (UNIFIRST) T-SHIRTS, HATS, JACKETS (ELECTRONIC AWARDS) GLOVES, SAFETY GLASSES/VESTS, RAIN GEAR, RUBBER BOOTS *INCREASE* NEW HIRES UNIFORMS					TEXT AMT 2,500 1,800 700 600 5,600	
001-4400-572.52-17	AGRICULTURE SUPPLIES	40,844	33,843	34,300	40,672	24,316	35,200
	LEVEL 3 TEXT MULCH, PINE BARK, SOD, PLAYGROUND MULCH FERTILIZER, TOP CHOICE, WEED CHEM (JOHN DEERE LANDSCAPE, HOWARDS SUPPLY) RYE SEED *INCREASE* NEW FIELDS = FERTILIZER, TOP CHOICE, WEED CHEM, RYE SEED, FIELD PAINT AGRICULTURE SUPPLIES *NEW* RIVERWALK 1A & 2MOS 1B					TEXT AMT 7,800 17,000 4,000 1,900 4,500 35,200	
001-4400-572.52-18	REP & MAINT SUPPLIES	43,644	43,561	42,400	42,972	30,785	35,472
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	PARTS & SUPPLIES FOR IN-HOUSE REPAIRS: LANDSCAPING TREES, SHRUBS, PLANTS FENCING SUPPLIES 500FT @ \$10.00 PLUMBING REPAIRS TOILET , SINKS, WATER HEATERS, FAUCETS, MIRRORS, MINOR PARTS, ETC. GLASS REPAIRS IRRIGATION PUMP REPAIRS/REPLACEMENT REPAIR SUPPLIES ELECTRIC FOR ALL PARKS, BUILDINGS, COURTS, BOARDWALKS, BOAT RAMPS, FISHING PIERS AND PLAYGROUND EQUIPMENT, HAND TOOLS, FLORESCENT BULBS, BUBBLERS, FIXTURES, SCREWS, NAILS, NUTS, BOLTS, TIES REPAIRS/MAINTENANCE *NEW RIVERWALK 1A ANS 2MOS 1B SUPPLIES FOR IRRIGATION, BULBS, FIXTURES, BOARDWALK, GLASS REPAIR, PARTITION REPAIRS, ELECTRIC, ETC. *NEW* FIELD AT CORACI MAINTENANCE, REPAIR ON LIGHTING, BLEACHERS, IRRIGATION, ETC.						4,000 5,400 1,000 2,000 5,172 15,400 2,000 500 35,472
*	OPERATING EXPENSE	853,685	889,417	994,747	1,012,832	844,677	950,472
001-4400-572.63-00	IMP. OTHER THAN BLDGS	49,333	105,875	0	0	0	0
001-4400-572.63-97	PROJ CAPITAL OUTLAY	0	13,464	0	1,643	1,643	0
001-4400-572.64-00	MACH & EQUIPMENT	0	64,826	0	25,956	21,320	37,000
LEVEL 3	TEXT TRANSIT CARGO VAN FOR RIVERWALK 8 X 16 UTILITY TRAILER FOR RIVERWALK GATOR ATV FOR RIVERWALK						TEXT AMT 21,000 8,000 8,000 37,000
*	CAPITAL OUTLAY	49,333	184,165	0	27,599	22,963	37,000
**	PARKS MAINTENANCE	1,659,832	1,830,749	1,910,387	1,953,071	1,582,119	2,059,495
***	PARKS MAINTENANCE	1,659,832	1,830,749	1,910,387	1,953,071	1,582,119	2,059,495

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
RECREATION RECREATION 001-5100-572.12-00	SALARIES AND WAGES	269,160	300,302	330,608	333,236	295,757	366,754
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF	315,328
						SICK LEAVE BUY BACK/ACCRUAL PAYOUT	4,262
						3.0% WAGE INCREASE	10,649
						NEW RECREATION SUPERVISOR	39,639
						NEW POS TO 11 MTHS (RK 0902515)	3,124-
							366,754
001-5100-572.14-00	OVERTIME	0	234	0	0	80	7,500
	LEVEL 3 TEXT					TEXT AMT	
						OVERTIME TO COVER HOLIDAYS, PROGRAM COVERAGE, EVENTS	1,500
						OVERTIME NEW EMPLOYEE (5101)	2,000
						OVERTIME KRISTY BROWN (5125)	3,000
						OVERTIME KIM DELGADO (5109)	1,000
							7,500
001-5100-572.21-00	FICA TAXES	19,654	21,633	25,295	25,392	21,738	28,636
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF	24,452
						OVERTIME	574
						3.0% WAGE INCREASE	816
						NEW RECREATION SUPERVISOR	3,033
						NEW POS TO 11 MTHS (RK 0902515)	239-
							28,636
001-5100-572.22-00	RETIREMENT CONTRIBUTIONS	35,700	37,594	40,643	40,807	37,702	50,374
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF	44,149
						3.0% WAGE INCREASE	1,510
						NEW RECREATION SUPERVISOR	6,224
						NEW POS TO 11 MTHS/ADDL COR PER REV (RK 0902515)	1,509-
							50,374
001-5100-572.23-00	HEALTH INSURANCE	23,578	33,754	43,284	43,423	38,063	45,674
	LEVEL 3 TEXT					TEXT AMT	
						HEALTH	35,820
						DENTAL	2,364
						LIFE	980
						3.0% INCREASE ON LIFE	33
						NEW RECREATION SUPERVISOR	6,487

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	PER ADDL REVIEW (RK 0902515)						10- 45,674
001-5100-572.24-00	WORKER'S COMPENSATION	1,689	2,082	2,202	2,202	2,203	2,427
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE NEW RECREATION SUPERVISOR NEW POS TO 11 MTHS (RK 0902515)					TEXT AMT	1,781 71 624 49- 2,427
001-5100-572.26-00	EAP BENEFIT	210	266	298	298	228	260
	LEVEL 3 TEXT CURRENT STAFF NEW RECREATION SUPERVISOR					TEXT AMT	223 37 260
* PERSONNEL SERVICES		349,991	395,865	442,330	445,358	395,771	501,625
001-5100-572.31-13	OTHER PROF. SERVICES	700	463	0	0	0	0
001-5100-572.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	1,000
	LEVEL 3 TEXT COPY MACHINE SERVICE					TEXT AMT	1,000 1,000
001-5100-572.40-00	TRAVEL PER DIEM	1,234	2,861	2,000	4,500	2,722	3,661
	LEVEL 3 TEXT TRAVEL FOR: STATE CONFERENCE - 4 EMPLOYEES AGENCY SUMMIT - 2 EMPLOYEES NATIONAL CONFERENCE - 1 EMPLOYEE ***DEPT TO PROVIDE BREAKOUT OF TRAINING DOLLARS WHICH WILL BE MOVED TO 40-10***					TEXT AMT	3,661 3,661
001-5100-572.41-00	COMMUNICATION SERVICES	8,580	11,917	9,000	9,000	12,955	12,000
	LEVEL 3 TEXT COMMUNICATIONS CABLE PHONE IPAD INTERNET, ECT.					TEXT AMT	12,000

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
***** THIS IS FOR ANALOG LINES FOR FAX AND PHONES IN OUTLYING BUILDINGS, CELL PHONES, INTERNET SERVICES AT RUSSELL PROPERTY, AND CREDIT CARD MACHINES *****							
							12,000
001-5100-572.46-10	GENERAL EQUIP MAINT	0	0	0	0	0	8,000
	LEVEL 3 TEXT					TEXT AMT	
							3,200
							4,800
							8,000
001-5100-572.46-18	CONT MAINT/COMM EQUIP	68	0	0	0	0	0
001-5100-572.47-00	PRINTING AND BINDING	0	1,123	0	0	0	0
	LEVEL 3 TEXT					TEXT AMT	
001-5100-572.49-01	ADVERTISING	0	1,491	0	0	0	0
	LEVEL 3 TEXT					TEXT AMT	
001-5100-572.49-02	COMPUTER SOFTWARE	0	0	0	0	105	0
001-5100-572.49-19	LICENSES, TAXES & FEES	0	0	0	3,201	0	0
001-5100-572.49-20	EQUIPMENT NON-CAPITAL	0	4,944	0	0	0	5,500
	LEVEL 3 TEXT					TEXT AMT	
							2,000
							3,500
							5,500
001-5100-572.51-00	OFFICE SUPPLIES	4,048	3,137	3,500	4,000	3,414	3,500
	LEVEL 3 TEXT					TEXT AMT	
							3,500
							3,500
001-5100-572.52-00	OTHER OPERATING SUPPLIES	4,449	10,015	6,926	4,206	3,670	4,000
	LEVEL 3 TEXT					TEXT AMT	
							500
							1,000
							1,000
							500
							1,000

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							4,000
001-5100-572.52-12	UNIFORMS	0	324	0	0	0	0
	LEVEL 3 TEXT UNIFORMS - DELETE ACCOUNT						TEXT AMT
001-5100-572.52-15	POSTAL SERVICE	196	180	450	450	117	200
	LEVEL 3 TEXT POSTAL SERVICE BUDGET REDUCTION -250						TEXT AMT 200
							200
001-5100-572.52-19	OTHER OPERATING- DONATED	0	500	0	500	0	0
001-5100-572.54-00	DUES & MEMBERSHIPS	230	1,459	550	550	225	2,000
	LEVEL 3 TEXT DUES & MEMBERSHIPS						TEXT AMT 2,000
	FRPA MEMBERSHIP 4 EMPLOYEES						
	NRPA MEMBERSHIP 2 EMPLOYEES						
							2,000
*	OPERATING EXPENSE	19,505	38,414	22,426	26,407	23,208	39,861
**	RECREATION	369,496	434,279	464,756	471,765	418,979	541,486

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
SPECIAL EVENTS							
001-5101-572.12-00	SALARIES AND WAGES	16,820	0	1,415	4,618	0	0
001-5101-572.21-00	FICA TAXES	1,284	0	109	354	0	0
001-5101-572.22-00	RETIREMENT CONTRIBUTIONS	2,281	0	0	0	0	0
001-5101-572.23-00	HEALTH INSURANCE	2,782	0	0	0	0	0
001-5101-572.24-00	WORKER'S COMPENSATION	16	0	23	23	0	0
001-5101-572.26-00	EAP BENEFIT	18	0	0	0	0	0
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* PERSONNEL SERVICES		23,201	0	1,547	4,995	0	0
001-5101-572.31-13	OTHER PROF. SERVICES	19,825	26,682	18,003	20,153	20,131	21,800
LEVEL 3	TEXT					TEXT AMT	
	FAMILY DAYS INFLATABLES						150
	HALLOWEEN ENTERTAINMENT						300
	CONCERTS IN THE PARK ENTERTAINMENT						3,500
	SPRING FAIR INFLATABLES						150
	4TH OF JULY ENTERTAINERS / INFLATABLES						8,500
	JAZZ FEST & ART FEST ENTERTAINMENT						1,000
	MUSIC LICENSES, CERTIFICATIONS, WORKSHOPS, BACKGROUND CHECKS, ECT.						3,700
	GET FIT INSTRUCTORS						500
	CHRISTMAS EVENTS						4,000
	THESE SERVICES WILL BE MOVED TO 34-14 ONCE THE ACCOUNT IS ESTABLISHED						
							21,800
001-5101-572.48-03	FIREWORKS	0	0	0	0	0	20,000
LEVEL 3	TEXT					TEXT AMT	
	JULY 4TH FIREWORKS PROGRAM						20,000
	***** (PREVIOUSLY, THIS WAS FUNDED IN THE SOLID WASTE FUND 410) *****						
							20,000
001-5101-572.49-01	ADVERTISING	13,980	11,849	11,547	13,484	13,203	14,547
LEVEL 3	TEXT					TEXT AMT	
	HALLOWEEN						280
	GET FIT						1,470
	CONCERTS IN THE PARK						2,100
	SPRING FAIR						800
	ART FEST & JAZZ FEST						1,300
	4TH OF JULY						1,800
	GO DIGITAL, PARENT MAGAZINE, BACKSTAGE PASS, SUNDANCE MARKETING, 4IMPRINT, SURVEY MONKEY, HOMETOWN NEWS,						3,797

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	NEWS-JOURNAL SUMMER CAMP, CHRISTMAS PARADE, TREE LIGHTING CHRISTMAS PROGRAM ADVERTISING						3,000 14,547
001-5101-572.52-00	OTHER OPERATING SUPPLIES	6,697	8,162	16,527	8,992	7,836	23,327
	LEVEL 3					TEXT AMT	
	FAMILY DAYS SUPPLIES						200
	HALLOWEEN DECORATIONS, PRIZES, GIFT BAGS, SUPPLIES, ECT.						780
	GET FIT EXPO BAGS, LUNCH AND LEARN FOOD, FINALE GIVEAWAY PRIZES AND LUNCH.						3,200
	SPRING FAIR HAND-OUTS & SUPPLIES						150
	RIBBON CUTTING SUPPLIES, COUNCIL WORKSHOP/MEETING EQUIPMENT & SUPPLIES						2,197
	SUPPLIES & DECORATIONS FOR ARTFEST, JAZZFEST, 4TH OF JULY, CHRISTMAS, ECT.						10,000
	CHRISTMAS PROGRAM SUPPLIES						6,800 23,327
*	OPERATING EXPENSE	40,502	46,693	46,077	42,629	41,170	79,674
**	SPECIAL EVENTS	63,703	46,693	47,624	47,624	41,170	79,674

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-5104-572.31-13	SENIOR DANCES OTHER PROF. SERVICES	0	800	1,500	1,500	1,100	0
	LEVEL 3 TEXT *NEW* DELETE ACCOUNT 5104-3113 MOVE FUNDS OF \$1,500 TO ADULT ACTIVITY ACCT 5109-3113					TEXT AMT	
001-5104-572.52-00	OTHER OPERATING SUPPLIES	329	500	2,000	2,000	1,130	0
	LEVEL 3 TEXT *NEW* DELETE ACCOUNT 5104-5200 MOVE FUNDS OF \$2,000 TO ADULT ACTIVITY ACCT 5109-5200					TEXT AMT	
*	OPERATING EXPENSE	329	1,300	3,500	3,500	2,230	0
**	SENIOR DANCES	329	1,300	3,500	3,500	2,230	0

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-5106-572.12-00	SUMMER RECREATION SALARIES AND WAGES	15,205	13,516	22,732	22,732	9,490	25,588
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE					TEXT AMT 24,843 745 25,588	
001-5106-572.14-00	OVERTIME	0	0	0	0	12	0
001-5106-572.21-00	FICA TAXES	981	991	1,739	1,739	727	1,958
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE					TEXT AMT 1,901 57 1,958	
001-5106-572.22-00	RETIREMENT CONTRIBUTIONS	1,198	541	0	0	0	0
001-5106-572.23-00	HEALTH INSURANCE	1,419	644	0	0	0	0
001-5106-572.24-00	WORKER'S COMPENSATION	208	186	355	355	125	403
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE					TEXT AMT 391 12 403	
001-5106-572.26-00	EAP BENEFIT	9	4	0	0	0	0
*	PERSONNEL SERVICES	19,020	15,882	24,826	24,826	10,354	27,949
001-5106-572.31-13	OTHER PROF. SERVICES	63,851	57,279	67,000	67,000	60,000	62,500
	LEVEL 3 TEXT REMEDY STAFFING FOR PLAYGROUNDS (THIS IS A DECREASE OF \$4,500 FROM FY15 DUE TO ENROLLMENT TRENDS) NOTE: THIS WILL MOVE TO 34-15 TEMP HELP SRVCS ONCE THE ACCOUNT IS ESTABLISHED)					TEXT AMT 62,500 62,500	
001-5106-572.41-00	COMMUNICATION SERVICES	0	0	300	300	0	0
001-5106-572.44-10	EQUIP/OTHER RENTAL/LEASE	28,982	27,671	30,000	30,000	0	33,000
	LEVEL 3 TEXT *NEW* DELITE ACCT 5106-4100 VOLUSIA COUNTY BUSSES FOR FIELD TRIPS CAMP T-REC BUS					TEXT AMT 14,500 11,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	SCHOOL RENTAL						4,500
	JUMPING BEANS INFLATABLES RENTAL						3,000
							33,000
001-5106-572.47-00	PRINTING AND BINDING	460	300	300	300	300	300
	LEVEL 3 TEXT FLYERS & HANDBOOKS					TEXT AMT	300
							300
001-5106-572.52-00	OTHER OPERATING SUPPLIES	21,462	15,359	20,094	20,094	18,973	20,000
	LEVEL 3 TEXT FIELD TRIPS FOR TEEN SITE AND ELEMENTARY SITE					TEXT AMT	17,000
	*ENTRY FEES FOR THEME PARKS, ETC. (THIS MAY MOVE TO ANOTHER ACCOUNT)						3,000
	GAMES, MEGAPHONES, ARTS & CRAFTS						20,000
001-5106-572.52-12	UNIFORMS	1,994	2,313	2,045	2,045	0	2,400
	LEVEL 3 TEXT STAFF & CAMPER UNIFORMS					TEXT AMT	2,000
	NEW INCREASE \$400 BASED ON FY14 ACTUALS						400
							2,400
001-5106-572.52-13	ED. & REC. SUPPLIES	3,844	292	3,000	2,500	673	0
	LEVEL 3 TEXT *NEW* DELETE CODE 52-13 MOVE \$3,000 TO 52-00					TEXT AMT	
	RADIOS, MEGAPHONE, EQUIPMENT, GAMES, ECT.						
001-5106-572.52-16	MEDICAL & LAB SUPPLIES	0	98	0	0	0	0
	LEVEL 3 TEXT *NEW* DELETE ACCT 5106-5216					TEXT AMT	
*	OPERATING EXPENSE	120,593	103,312	122,739	122,239	79,946	118,200
**	SUMMER RECREATION	139,613	119,194	147,565	147,065	90,300	146,149

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-5108-572.31-13	X-MAS PROGRAM OTHER PROF. SERVICES	0	5,725	4,000	4,000	4,088	0
	LEVEL 3 TEXT *NEW* DELETE ACCT 5108-3113 MOVE FUNDS OF \$4000 TO SPECIAL EVENTS ACCT 5101-3113 SHEET MUSIC 150 MUSIC LICENSES 70 SOUND COMPANY 1500 BANDS/PERFORMERS 1500 MISC. 780					TEXT AMT	
001-5108-572.47-00	PRINTING AND BINDING	0	374	400	400	390	0
	LEVEL 3 TEXT *NEW* DELETE ACCOUNT 5108-4700 MOVE FUNDS OF \$400 TO 5101 5200 CHRISTMAS PROGRAMS, FLEYERS, ECT.					TEXT AMT	
001-5108-572.49-01	ADVERTISING	0	2,703	3,000	3,000	1,775	0
	LEVEL 3 TEXT *NEW*DELETE ACCOUNT 5108-4901 MOVE FUNDS OF \$3000 TO ACCOUNT 5101 4901 NEWS JOURNAL, BACKSTAGE PASS, PARENT MAGAZINE, GODIGITAL, RADIO, ECT.					TEXT AMT	
001-5108-572.52-00	OTHER OPERATING SUPPLIES	6,853	2,983	6,400	6,400	6,404	0
	LEVEL 3 TEXT *NEW* DELETE ACCOUNT 5108-5200 MOVE FUNDS OF \$6400 TO ACCOUNT 5101-5200 CHRISTMAS DECORATIONS, SUPPLIES, SIGNS, PLAQUES, ECT.					TEXT AMT	
*	OPERATING EXPENSE	6,853	11,785	13,800	13,800	12,657	0
**	X-MAS PROGRAM	6,853	11,785	13,800	13,800	12,657	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
ADULT ACTIVITY 001-5109-572.12-00	SALARIES AND WAGES	1,870	26	2,196	2,196	0	5,402
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE ***** ANNUALIZED 10 HOUR PER WEEK POSITION APPROVED IN FY15 FOR 1/2 YEAR (LP 7-27-15) *****					TEXT AMT 5,245 157	
							5,402
001-5109-572.21-00	FICA TAXES	143	2	168	168	0	414
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE ***** ANNUALIZED 10 HOUR PER WEEK POSITION APPROVED IN FY15 FOR 1/2 YEAR. (LP 7-27-15) *****					TEXT AMT 402 12	
							414
001-5109-572.24-00	WORKER'S COMPENSATION	26	0	35	35	0	85
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE ***** ANNUALIZED 10 HOUR PER WEEK POSITION APPROVED IN FY15 FOR 1/2 YEAR. (LP 7-27-15) *****					TEXT AMT 83 2	
							85
* PERSONNEL SERVICES		2,039	28	2,399	2,399	0	5,901
001-5109-572.31-13	OTHER PROF. SERVICES	1,357	4,463	2,000	2,000	1,310	1,500
	LEVEL 3 TEXT BANDS FOR EVENTS - MOVED FUNDS FROM 5104-31-13					TEXT AMT 1,500 1,500	
001-5109-572.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	2,500
	LEVEL 3 TEXT FLOOR WAXING & CLEANING, WINDOW CLEANING COPIER SERVICES - MOVED FUNDS FROM 5109-47-00					TEXT AMT 2,000 500	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNC	FY2016 PROPOSED
							2,500
001-5109-572.46-11	REGULAR MAINT/INSP EQUIP	0	0	800	800	141	800
	LEVEL 3 TEXT FIRE SPRINKLER INSPECTIONS					TEXT AMT	800 800
001-5109-572.47-00	PRINTING AND BINDING	0	80	500	500	460	0
	LEVEL 3 TEXT *NEW* DELETE 5109-4700 MOVED FUNDS TO 5109-3113 FOR COPYTRONICS					TEXT AMT	
001-5109-572.52-00	OTHER OPERATING SUPPLIES	3,960	445	4,000	4,000	1,180	6,000
	LEVEL 3 TEXT PRINTER INK, COFFEE SUPPLIES, SHELVING, REFRESHMENTS/FOOD FOR CLUB PARTIES, CENTER SUPPLIES, ECT. DANCE DECORATIONS & SUPPLIES - MOVED FROM 5104-52-00					TEXT AMT	4,000 2,000 6,000
*	OPERATING EXPENSE	5,317	4,988	7,300	7,300	3,091	10,800
**	ADULT ACTIVITY	7,356	5,016	9,699	9,699	3,091	16,701

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	CENTENNIAL CELEBRATION						
001-5121-572.31-13	OTHER PROF. SERVICES	39,496	5,220	0	0	0	0
001-5121-572.52-00	OTHER OPERATING SUPPLIES	3,145	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	42,641	5,220	0	0	0	0
		-----	-----	-----	-----	-----	-----
**	CENTENNIAL CELEBRATION	42,641	5,220	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-5124-572.34-14	ALLEN GREEN CENTER CONTRACT SERVICES OTHER	0	0	2,000	2,000	1,055	0
	LEVEL 3 TEXT MOVED \$2,000 TO 001-4400-572-34-14 IN FY16 TO CONSOLIDATE ALLEN GREEN CENTER BUDGET INTO PARKS MAINTENANCE BUDGET					TEXT AMT	
001-5124-572.43-10	ELECTRICAL SERVICES	0	0	1,100	1,100	0	0
	LEVEL 3 TEXT MOVED \$1,100 TO 001-4400-572-43-10 IN FY16 TO CONSOLIDATE ALLEN GREEN CENTER BUDGET INTO PARKS MAINTENANCE BUDGET					TEXT AMT	
001-5124-572.46-10	GENERAL EQUIP MAINT	0	620	3,000	3,000	555	0
	LEVEL 3 TEXT MOVED \$3,000 TO 001-4400-572-46-10 IN FY16 TO CONSOLIDATE ALLEN GREEN CENTER BUDGET INTO PARKS MAINTENANCE BUDGET					TEXT AMT	
001-5124-572.46-16	BUILDING REPAIRS	0	1,457	9,610	9,610	2,000	0
	LEVEL 3 TEXT MOVED \$9,610 TO 001-4400-572-46-16 IN FY16 TO CONSOLIDATE ALLEN GREEN CENTER BUDGET INTO PARKS MAINTENANCE BUDGET					TEXT AMT	
*	OPERATING EXPENSE	0	2,077	15,710	15,710	3,610	0
**	ALLEN GREEN CENTER	0	2,077	15,710	15,710	3,610	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-5125-572.12-00	LAKESIDE CENTER SALARIES AND WAGES	0	22,440	11,225	14,190	11,468	14,733
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE PER ADDL REVIEW (RK 090215)					TEXT AMT 17,186 514 2,967- 14,733	
001-5125-572.14-00	OVERTIME	0	140	0	0	0	0
001-5125-572.21-00	FICA TAXES	0	1,728	860	1,080	877	1,129
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE PER ADDL REVIEW (RK 090215)					TEXT AMT 1,316 40 227- 1,129	
001-5125-572.22-00	RETIREMENT CONTRIBUTIONS	0	1,468	0	373	0	0
001-5125-572.23-00	HEALTH INSURANCE	0	2,166	0	316	0	0
001-5125-572.24-00	WORKER'S COMPENSATION	0	151	177	177	220	233
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE PER ADDL REVIEW (RK 090215)					TEXT AMT 271 9 47- 233	
001-5125-572.26-00	EAP BENEFIT	0	16	0	0	0	0
* PERSONNEL SERVICES		0	28,109	12,262	16,136	12,565	16,095
001-5125-572.31-13	OTHER PROF. SERVICES	0	8,866	11,018	9,918	6,512	7,710
	LEVEL 3 TEXT APS SECURITY SYSTEM HUF COR PARTITION SERVICES COASTAL CLEAR WINDOW CLEANING PLANT PEOPLE SOUND STAGE CORNER CLEANERS DAYTONA FIRE AND SAFETY MASSEY STANLEY STEAMER ***** NOTE: ALL OF THESE ITEMS WILL BE MOVED TO 34-14 ONCE THE ACCOUNT HAS BEEN ESTABLISHED.					TEXT AMT 480 400 2,400 1,500 630 500 250 350 1,200 7,710	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-5125-572.41-00	COMMUNICATION SERVICES	0	0	1,000	1,000	150	360
	LEVEL 3					TEXT AMT	
							360
							360
001-5125-572.43-10	ELECTRICAL SERVICES	0	14,428	15,000	15,000	20,092	15,300
	LEVEL 3					TEXT AMT	
							15,000
							300
							15,300
001-5125-572.46-16	BUILDING REPAIRS	0	0	2,000	9,000	6,786	7,808
	LEVEL 3					TEXT AMT	
							2,000
							2,000
							1,000
							135
							1,000
							1,673
							7,808
001-5125-572.49-01	ADVERTISING	0	5,120	9,066	9,066	8,572	9,000
	LEVEL 3					TEXT AMT	
							2,500
							3,500
							3,000
							9,000
001-5125-572.49-19	LICENSES, TAXES & FEES	0	0	0	0	0	200
	LEVEL 3					TEXT AMT	
							200
							200
001-5125-572.52-00	OTHER OPERATING SUPPLIES	0	2,530	4,000	4,000	3,671	4,000
	LEVEL 3					TEXT AMT	
							4,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	KITCHEN ITEMS, SIGNAGE REPLACEMENT, ETC.						4,000
*	OPERATING EXPENSE	0	30,944	42,084	47,984	45,783	44,378
**	LAKESIDE CENTER	0	59,053	54,346	64,120	58,348	60,473
***	RECREATION	629,991	684,617	757,000	773,283	630,385	844,483

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
ATHLETICS ATHLETICS 001-5200-579.12-00	SALARIES AND WAGES	134,102	102,750	98,077	106,104	114,677	216,990
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	181,069
						3.0% WAGE INCREASE	6,643
						NEW REC SUPERVISOR	39,639
						*NEED 80 HOUR INCREASE IN PART TIME HOURS	808
						*NEW PROGRAMS & INCREASE	
						PER ADDL REVIEW/NEW POS TO 11 MTHS (RK 090215)	11,169-
							216,990
001-5200-579.14-00	OVERTIME	0	94	0	0	8	5,500
	LEVEL 3					TEXT AMT	
						OVERTIME	5,500
						TOURNAMENTS, HOLIDAYS, EVENTS	
							5,500
001-5200-579.21-00	FICA TAXES	10,037	7,742	7,505	8,103	8,430	17,029
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	13,858
						3.0% WAGE INCREASE	510
						INCREASE IN PT HOURS	62
						NEW REC SUPERVISOR	3,033
						OVERTIME	421
						PER ADDL REVIEW/NEW POS TO 11 MTHS (RK 090215)	855-
							17,029
001-5200-579.22-00	RETIREMENT CONTRIBUTIONS	14,280	7,324	7,298	8,133	8,764	19,373
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	12,944
						3.0% WAGE INCREASE	542
						NEW RECREATION SUPERVISOR	5,154
						PER ADDL REVIEW (RK 090215)	733
							19,373
001-5200-579.23-00	HEALTH INSURANCE	10,863	10,331	12,255	12,961	13,753	25,900
	LEVEL 3					TEXT AMT	
						HEALTH	17,910
						DENTAL	1,182
						LIFE	318
						3.0% ON LIFE	13
						NEW RECREATION SUPERVISOR	6,487

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
001-5200-579.47-00	PRINTING AND BINDING	0	194	300	0	0	3,000
	LEVEL 3 TEXT					TEXT AMT	
	PRINTING & BINDING - DELETE ACCOUNT 4700						
	NEW ACCOUNT FOR ADVERTISING 001-5200-579-4901						3,000
	ATHLETIC ADVERTISING, FLYERS, ADS, RACK CARDS, ECT.						

	(NOTE: THIS WILL BE MOVED WHEN THE ACCOUNT IS ESTABLISHED.)						
							3,000
001-5200-579.49-02	COMPUTER SOFTWARE	0	0	0	0	421	0
001-5200-579.49-19	TAXES, LICENSES, FEES	4,662	6,530	5,000	11,150	11,677	8,483
	LEVEL 3 TEXT					TEXT AMT	
	TAXES, LICENSES, FEES						
	BABE RUTH STATE DUES						75
	BABE RUTH CHARTER FEES						1,475
	BABE RUTH INSURANCE						4,733
	ALL STAR TOURNAMENT FEES (4 TEAMS)						1,200
	* NEW INCREASE IN MORE LEAGUES & ALL STAR TEAMS *						1,000
							8,483
001-5200-579.49-20	EQUIPMENT NON-CAPITAL	0	0	0	1,500	1,500	0
001-5200-579.52-00	OTHER OPERATING SUPPLIES	26,085	30,090	26,697	19,697	19,751	24,900
	LEVEL 3 TEXT					TEXT AMT	
	YOUTH & ADULT EQUIP., BASKETBALLS, BASEBALLS, BATS,						5,500
	HELMETS, PITCHING MACHINE, KICKBALLS,						
	CATCHER GLOVES, PENNIES, SOFTBALL MASKS,						
	SOCCER NETS, GOALS, ECT.						
	MISC SUPPLIES FOR SPECIAL ACTIVITIES, TRYOUTS,						2,800
	YOUTH CLINICS, STAFF MEETINGS, ECT.						
	BANNERS						3,500
	YOUTH & ADULT TROPHIES / AWARDS						9,100
	NEW YOUTH TENNIS (TROPHIES AND EQUIPMENT)						400
	NEW SENIOR GAMES						600
	NEW EMPLOYEE FURNITURE AND SUPPLIES						3,000
	(NOTE: FURNITURE AMT OF \$3K WILL MOVE TO A NEW ACCOUNT ONCE IT IS ESTABLISHED.)						
							24,900
001-5200-579.52-12	UNIFORMS	38,082	29,245	34,342	37,177	37,177	41,320
	LEVEL 3 TEXT					TEXT AMT	
	UNIFORMS- YOUTH BASEBALL, SOFTBALL, BASKETBALL,						36,100
	SOCCER, ALL-STARS JERSEYS, HATS, SOCKS, BELTS						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	ADULT SPORTS- MEN / WOMEN SOFTBALL, SOCCER, KICKBALL						1,520
	CHAMPIONSHIP T-SHIRTS						1,100
	NEW YOUTH TENNIS PROGRAM (2 SEASONS)						2,000
	*NEW INCREASE IN ALL-STARS & PARTICIPATION						600
	NEW SENIOR GAMES						41,320
001-5200-579.52-13	ED. & REC. SUPPLIES	0	155	300	0	0	0
	LEVEL 3 TEXT						TEXT AMT
001-5200-579.52-15	POSTAL SERVICE	0	0	200	0	0	0
	LEVEL 3 TEXT						TEXT AMT
001-5200-579.52-16	MEDICAL & LAB SUPPLIES	0	291	300	300	300	600
	LEVEL 3 TEXT						TEXT AMT
	FIRST AID ITEMS -ICE PACKS,BANDAIDS,GLOVES,ECT.						300
	* INCREASE DUE TO MORE LEAGUES & TEAMS						300
							600
* OPERATING EXPENSE		155,306	135,002	141,768	141,768	138,545	155,861
001-5200-579.63-97	PROJ CAPITAL OUTLAY	9,697	0	0	0	0	0
001-5200-579.64-00	MACH & EQUIPMENT	0	23,667	0	0	0	0
* CAPITAL OUTLAY		9,697	23,667	0	0	0	0
** ATHLETICS		335,950	287,958	268,119	278,285	285,964	443,886
*** ATHLETICS		335,950	287,958	268,119	278,285	285,964	443,886

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
ADMINISTRATION ADMINISTRATION 001-7000-519.12-00	SALARIES AND WAGES	7,799	5,143	14,132	15,921	2,079	15,666
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE					TEXT AMT 15,209 457 15,666	
001-7000-519.21-00	FICA TAXES	597	393	1,082	1,230	159	1,199
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE					TEXT AMT 1,165 34 1,199	
001-7000-519.24-00	WORKER'S COMPENSATION	7	5	14	14	2	15
* PERSONNEL SERVICES		8,403	5,541	15,228	17,165	2,240	16,880
001-7000-519.31-13	OTHER PROF. SERVICES	647	46	100	100	0	300
	LEVEL 3 TEXT SOFTWARE FOR BILLBOARDS ON POGTV (CURRENTLY PAID FOR OUT OF IT)					TEXT AMT 300 300	
001-7000-519.41-00	COMMUNICATION SERVICES	70	83	0	0	83	90
	LEVEL 3 TEXT TIME WANRER LONG DISTANCE CHARGES (ABOUT \$7.50/MO)					TEXT AMT 90 90	
001-7000-519.52-00	OTHER OPERATING SUPPLIES	381	393	880	880	539	450
	LEVEL 3 TEXT DVDS FOR ARCHIVING AND PUBLIC RECORDS GENERAL OFFICE SUPPLIES THUMB DRIVES					TEXT AMT 300 70 80 450	
* OPERATING EXPENSE		1,098	522	980	980	622	840
001-7000-519.83-00	OTHER GRANTS AND AID	0	250	450	450	250	450
	LEVEL 3 TEXT CASH PRIZES FOR FILM FESTIVAL					TEXT AMT 250	

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	POSTERS AND AWARDS ***** BRIGHTHOUSE COMMUNICATIONS HAS BEEN PROVIDING A \$500 SPONSORSHIP EACH YEAR TO OFFSET THESE COSTS *****						200
							450
*	GRANTS & AIDE	0	250	450	450	250	450
**	ADMINISTRATION	9,501	6,313	16,658	18,595	3,112	18,170
***	ADMINISTRATION	9,501	6,313	16,658	18,595	3,112	18,170
****	GENERAL FUND	28,818,655	30,075,329	32,042,968	33,179,979	27,842,508	33,304,295

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BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
102-1000-552.12-00	SALARIES AND WAGES	19,523	24,181	0	0	0	0
102-1000-552.21-00	FICA TAXES	1,318	1,678	0	0	0	0
102-1000-552.22-00	RETIREMENT CONTRIBUTIONS	8,836	3,374	0	0	0	0
102-1000-552.23-00	HEALTH INSURANCE	955	1,409	0	0	0	0
102-1000-552.24-00	WORKER'S COMPENSATION	17	24	0	0	0	0
102-1000-552.26-00	EAP BENEFIT	6	8	0	0	0	0
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* PERSONNEL SERVICES		30,655	30,674	0	0	0	0
102-1000-552.31-13	OTHER PROF. SERVICES	340	0	0	0	0	0
102-1000-552.40-10	EMPLOYEE TRAINING	0	0	800	800	0	0
102-1000-552.41-00	COMMUNICATION SERVICES	213	139	500	500	0	0
102-1000-552.45-10	COMMERCIAL POLICY INS	4,802	4,882	5,000	5,000	4,950	5,000
LEVEL 3		TEXT		TEXT		AMT	
		FLORIDA MUNICIPAL INSURANCE TRUST LIABILITY				5,000	
		INSURANCE FOR CRA PROPERTY.				5,000	
102-1000-552.47-00	PRINTING AND BINDING	0	0	500	500	0	0
102-1000-552.49-03	ADVERTISING EXPENSE	340	679	1,000	1,000	170	1,000
LEVEL 3		TEXT		TEXT		AMT	
		LOOPNET ADVERTISING: \$170/QUARTER = \$680				680	
		ADDITIONAL FUNDING FOR RFP TO SELL 2 LOTS				320	
						1,000	
102-1000-552.49-64	INSURANCE 504	876	1,197	0	0	0	0
102-1000-552.49-66	TRF TO 506 BLDG MAINT FD	6,643	2,903	6,384	0	0	0
102-1000-552.51-00	OFFICE SUPPLIES	0	0	500	500	0	0
102-1000-552.52-00	OTHER OPERATING SUPPLIES	0	0	577	577	0	0
102-1000-552.52-15	POSTAL SERVICE	0	0	100	100	0	100
LEVEL 3		TEXT		TEXT		AMT	
		MAILING COSTS TO SEND AMENDED PLAN TO TAXING				100	
		AUTHORITIES BY CERTIFIED MAIL AS REQUIRED BY					
		FLORIDA STATUTE.				100	
102-1000-552.54-00	DUES & MEMBERSHIPS	175	858	800	800	685	550
LEVEL 3		TEXT		TEXT		AMT	
		FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP \$745					
		ANNUALY SPLIT BETWEEN EASTPORT AND TOWN CENTER				375	
		CRA'S = \$372.50					
		DEPARTMENT OF ECONOMIC OPPORTUNITY MEMBERSHIP \$175				175	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
ANNUALLY AS REQUIRED BY STATE STATUTE.							550
*	OPERATING EXPENSE	13,389	10,658	16,161	9,777	5,805	6,650
102-1000-552.63-00	IMP. OTHER THAN BLDGS	0	0	0	9,026	0	0
102-1000-552.63-97	PROJ CAPITAL OUTLAY	8,872-	0	0	0	0	0
*	CAPITAL OUTLAY	8,872-	0	0	9,026	0	0
102-1000-552.83-00	OTHER GRANTS & AIDS	0	0	0	23,090	0	0
*	GRANTS & AIDE	0	0	0	23,090	0	0
102-1000-581.91-72	TRF TO 217 EASTPORT NOTE	178,833	179,813	180,596	180,596	150,497	181,184
	LEVEL 3 TEXT FUND FY16 DEBT SERVICE IN 217 FUND					TEXT AMT 181,184 181,184	
*	TRANSFERS	178,833	179,813	180,596	180,596	150,497	181,184
102-1000-552.99-10	CONTINGENCY	0	0	0	6,384	0	0
*	NON-OPERATING EXPENSE	0	0	0	6,384	0	0
**	NON DEPTMENTAL	214,005	221,145	196,757	228,873	156,302	187,834
***	NON DEPARTMENTAL	214,005	221,145	196,757	228,873	156,302	187,834
****	TAX INCREMENT EASTPORT	214,005	221,145	196,757	228,873	156,302	187,834

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	TAX INCREMENT TOWN CENTER						
103-0000-311.10-00	CURRENT AD VALOREM	35,027	31,290	37,922	37,922	39,142	42,386
	LEVEL 3						
	TEXT					TEXT	AMT
	TAX INCREMENT \$10,158,614 X PROPOSED MILLAGE RATE						43,997
	4.5589 @ 95%						
	TAX INCREMENT \$10,158,614 X NEW PROPOSED						1,611-
	4.3920 &95% = \$42,386						42,386
103-0000-334.69-01	#VO-PO-13-98	0	17,150	0	22,850	0	0
	LEVEL 3						
	TEXT					TEXT	AMT
103-0000-334.69-02	#VO-PO-14-105 RIVERWALK	0	0	0	200,000	0	0
	LEVEL 3						
	TEXT					TEXT	AMT
103-0000-334.69-03	#VO-PO-14-106 RIVERWALK	0	0	0	100,000	0	0
	LEVEL 3						
	TEXT					TEXT	AMT
103-0000-338.15-00	TAX INCREMENT FUNDS	55,991	52,434	66,971	66,971	66,903	70,633
	LEVEL 3						
	TEXT					TEXT	AMT
	CERTIFIED TIF VALUE \$10,158,614						60,982
	COUNTY TIF 6.3189 MILLS 6.3189 @95%						
	HALIF HOSP TIF @ 1 MILL @ 95%						9,651
							70,633
103-0000-349.30-00	PROPERTY TAX RECOVERY	0	3,684	0	0	3,803	0
103-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,202	1,114	275	275	1,057	1,000
103-0000-362.00-00	RENTS & ROYALTIES	170	0	0	0	0	0
	LEVEL 3						
	TEXT					TEXT	AMT
103-0000-362.15-00	CARDWELL LEASE	27,803	24,000	6,000	6,000	22,000	24,000
	LEVEL 3						
	TEXT					TEXT	AMT
	STONEMORE EXPECTS TO RENEW LEASE FOR 1 MORE YEAR						24,000
	6/20/15 LSW						
							24,000
103-0000-362.16-00	ATLANTIC MARINE LEASE	1,869	2,817	510	510	0	0
	LEVEL 3						
	TEXT					TEXT	AMT
	LEASE EXPIRED						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
103-0000-369.90-00	MISC REVENUE	0	2	0	0	12	0
103-0000-381.16-00	TRANSFER FROM 001	0	0	0	294,500	114,000	0
103-0000-381.50-00	TRANSFER FROM 508 FUND	0	210,000	279,964	279,964	279,964	304,029
	LEVEL 3 TEXT TRANSFER FROM LOAN POOL 508 TO COVER DEBT SRVC					TEXT AMT 304,029 304,029	
103-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	189,759	0	1,611
	LEVEL 3 TEXT TO BALANCE FUND AFTER REDUCTION IN PROPOSED MILLAGE TO 3% ABOVE ROLLBACK					TEXT AMT 1,611 1,611	
-----		122,062	342,491	391,642	1,198,751	526,881	443,659
* TAX INCREMENT TOWN CENTER		122,062	342,491	391,642	1,198,751	526,881	443,659
*** TAX INCREMENT TOWN CENTER		122,062	342,491	391,642	1,198,751	526,881	443,659
**** TAX INCREMENT TOWN CENTER		122,062	342,491	391,642	1,198,751	526,881	443,659

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
103-1000-552.12-00	SALARIES AND WAGES	21,733	9,672	0	0	0	0
103-1000-552.21-00	FICA TAXES	1,460	671	0	0	0	0
103-1000-552.22-00	RETIREMENT CONTRIBUTIONS	3,534	1,269	0	0	0	0
103-1000-552.23-00	HEALTH INSURANCE	1,161	530	0	0	0	0
103-1000-552.24-00	WORKER'S COMPENSATION	21	9	0	0	0	0
103-1000-552.26-00	EAP BENEFIT	8	3	0	0	0	0
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* PERSONNEL SERVICES		27,917	12,154	0	0	0	0
103-1000-552.34-14	CONTRACT SERVICES OTHER	2,900	0	0	0	0	0
103-1000-552.41-00	COMMUNICATION SERVICES	1,037	207	0	0	0	0
103-1000-552.43-10	ELECTRICAL SERVICES	539	587	700	700	549	700
LEVEL 3	TEXT FUNDING FOR 3999 S. RIDGEWOOD AVE. MONUMENT SIGN LIGHTING AND 3843 S. RIDGEWOOD FOR HALIFAX TRAILER PARK LIGHTING.					TEXT AMT 700	700
103-1000-552.43-12	LIBRARY IMPACT/UTILITY	585	421	700	700	218	500
LEVEL 3	TEXT FUNDING FOR WATER METERS FOR LANDSCAPING AT 3999 RIDGEWOOD AVE. FOR THE MONUMENT SIGN AREA AND 3483 RIDGEWOOD AVE. FOR WATER METERS AT THE HALIFAX TRAILER PARK AREA.					TEXT AMT 500	500
103-1000-552.45-10	COMMERCIAL POLICY INS	4,802	4,882	5,000	5,000	4,950	5,000
LEVEL 3	TEXT FLORIDA MUNICIPAL TRUST INSURANCE LIABILITY INSURANCE FOR CRA PROPERTY.					TEXT AMT 5,000	5,000
103-1000-552.49-03	ADVERTISING EXPENSE	0	0	0	0	0	800
LEVEL 3	TEXT PUBLIC HEARING ADS @ APPROX. \$375 EACH					TEXT AMT 800 800	
103-1000-552.49-19	TAXES, LICENSES, AND FEES	3,803	3,684	4,350	4,350	3,803	4,350
LEVEL 3	TEXT FUNDING FOR PROPERTY TAXES AND CRA TAXES					TEXT AMT 4,350 4,350	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
103-1000-552.49-64	INSURANCE 504	1,168	479	0	0	0	0
103-1000-552.49-66	TRF TO 506 BLDG MAINT FD	6,643	2,903	6,384	0	0	0
103-1000-552.51-00	OFFICE SUPPLIES	0	0	281	281	0	0
103-1000-552.52-00	OTHER OPERATING SUPPLIES	0	0	561	883	0	0
103-1000-552.52-15	POSTAL SERVICE	0	0	0	0	0	100
	LEVEL 3 TEXT					TEXT AMT	
	MAILING COSTS TO SEND AMENDED PLAN TO TAXING AUTHORITIES BY CERTIFIED MAIL AS REQUIRED BY FLORIDA STATUTE.						100
							100
103-1000-552.54-00	DUES & MEMBERSHIPS	175	858	707	707	175	550
	LEVEL 3 TEXT					TEXT AMT	
	FLORIDA REDEVELOPMENT ASSOCIATION MEMBERSHIP \$745 ANNUALY SPLIT BETWEEN EASTPORT AND TOWN CENTER CRA'S = \$372.50						375
	DEPARTMENT OF ECONOMIC OPPORTUNITY MEMBERSHIP \$175 ANNUALLY AS REQUIRED BY STATE STATUTE.						175
							550
* OPERATING EXPENSE		21,652	14,021	18,683	12,621	9,695	12,000
103-1000-552.61-00	LAND	0	0	0	294,500	9,088	0
103-1000-552.63-97	PROJ CAPITAL OUTLAY	0	84,736	0	512,287	383,745	0
* CAPITAL OUTLAY		0	84,736	0	806,787	392,833	0
103-1000-552.72-11	INTEREST INTERNAL LOANS	11,222	17,116	22,367	25,517	7,349	29,028
	LEVEL 3 TEXT					TEXT AMT	
	INT ON \$410K LOAN POOL LOAN						10,342
	INT ON \$294,725 LOAN POOL LOAN						5,895
	INT ON FY15 \$279,964 LOAN POOL LOAN						4,200
	INT ON FY16 \$304,029 LOAN POOL LOAN						4,561
	INT ON INTERFUND LOAN OF \$44K FROM 001 FUND						880
	INT ON FY14 \$210,000 LOAN POOL LOAN						3,150

	(UPDATED FOR FY16 - LP 7-6-15)						29,028
* DEBT SERVICE		11,222	17,116	22,367	25,517	7,349	29,028
103-1000-581.91-78	TFR TO 218 TWN CTR BOND	0	319,542	350,592	350,592	292,160	401,192

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
		LEVEL 3	TEXT FUND FY16 DEBT SERVICE ON TOWN CENTER IN 218 FUND			TEXT AMT 398,442 2,750 401,192	
			FUND OTHER DEBT SERVICE FEES IN 218 FUND				
		-----	-----	-----	-----	-----	-----
*	TRANSFERS	0	319,542	350,592	350,592	292,160	401,192
103-1000-552.99-10	CONTINGENCY	0	0	0	3,234	0	1,439
		-----	-----	-----	-----	-----	-----
*	NON-OPERATING EXPENSE	0	0	0	3,234	0	1,439
		-----	-----	-----	-----	-----	-----
**	NON DEPTMENTAL	60,791	447,569	391,642	1,198,751	702,037	443,659
		-----	-----	-----	-----	-----	-----
***	NON DEPARTMENTAL	60,791	447,569	391,642	1,198,751	702,037	443,659
		-----	-----	-----	-----	-----	-----
****	TAX INCREMENT TOWN CENTER	60,791	447,569	391,642	1,198,751	702,037	443,659

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
RECREATION FACILITIES							
106-0000-347.59-00	RENTAL	444,465	33,750	33,750	33,750	30,938	33,750
		LEVEL 3	TEXT YMCA RENTAL-25% OF \$11,250*12(OTHER 75% TO GEN FN)			TEXT AMT 33,750 33,750	
106-0000-347.75-00	PAVILION EVENT REVENUE	27,518	0	0	0	0	0
106-0000-347.78-00	PAVILION ALCOHOL FEE	1,153	0	0	0	0	0
106-0000-361.10-00	INTEREST EARNINGS-INVESTM	4,088	2,538	200	200	6,781	200
106-0000-362.01-00	YMCA RENTAL	70,740	70,740	70,740	70,740	64,845	70,740
		LEVEL 3	TEXT YMCA R&R (\$5,895 * 12)			TEXT AMT 70,740 70,740	
106-0000-369.35-00	SETTLEMENT PROCEEDS	27,874	0	0	0	0	0
106-0000-369.90-00	MISC REVENUE	0	103	0	0	3	0
106-0000-389.10-00	APPROPRIATED FUND BAL	0	0	43,220-	426,734	0	6,810
*		575,838	107,131	61,470	531,424	102,567	111,500
** RECREATION FACILITIES		575,838	107,131	61,470	531,424	102,567	111,500
*** RECREATION FACILITIES		575,838	107,131	61,470	531,424	102,567	111,500
**** RECREATION FACILITIES		575,838	107,131	61,470	531,424	102,567	111,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
106-1000-572.31-13	OTHER PROF. SERVICES	0	500	15,770	13,540	12,770	15,000
106-1000-572.34-14	CONTRACT SERVICES OTHER	0	0	2,000	2,000	0	2,000
106-1000-572.43-10	ELECTRICAL SERVICES	1,251	2,169	2,500	2,500	1,438	2,500
106-1000-572.46-11	REGULAR MAINT/INSP EQUIP	450	0	10,000	5,000	0	0
106-1000-572.46-15	YMCA REPAIR & MAINTENNACE	25	2,558	6,200	39,116	35,846	7,000
LEVEL 3		TEXT SAND / RESURFACE GYM FLOORS				TEXT AMT	
						7,000	
						7,000	
106-1000-572.46-16	BUILDING REPAIRS	26,386	0	10,000	5,000	0	10,000
LEVEL 3		TEXT BASE REQUEST				TEXT AMT	
		AGC FIRE ESCAPE				2,500	
		DRIVE THROUGH CEILINGS				300	
		OTHER				1,500	
						5,700	
						10,000	
106-1000-572.49-20	EQUIPMENT NON-CAPITAL	0	7,773	0	0	0	0
106-1000-572.49-64	INSURANCE 504	1,460	2,705	0	0	0	0
106-1000-572.49-90	ADMIN SERVICE FEES	116,484	0	0	0	0	0
106-1000-572.52-00	OTHER OPERATING SUPPLIES	0	0	0	0	0	4,000
LEVEL 3		TEXT 36 YARDS CLEAN FILL DIRT & 100 YARDS MULCH FOR PLAYGROUND				TEXT AMT	
						4,000	
						4,000	
* OPERATING EXPENSE		146,056	15,705	46,470	67,156	50,054	40,500
106-1000-572.62-00	BUILDING AND IMP. TO	0	0	0	48,000	45,140	0
106-1000-572.63-97	PROJ CAPITAL OUTLAY	0	290,253	0	176,049	22,163	71,000
LEVEL 3		TEXT *REPLACE VCT TILE W/ VINYL PLANKING IN HALLWAYS				TEXT AMT	
		*15 TON A/C UNIT FOR WELLNESS AREA AND 10 TON A/C UNIT FOR SW GYM				15,000	
		*REPLACE 230 EA. T12 LIGHTING FIXTURES W/ NEW T8 FIXTURES				26,000	
						30,000	
						71,000	
106-1000-572.64-00	MACH & EQUIPMENT	10,065	307,632	15,000	240,219	240,054	0
* CAPITAL OUTLAY		10,065	597,885	15,000	464,268	307,357	71,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
**	NON DEPTMENTAL	156,121	613,590	61,470	531,424	357,411	111,500
***	NON DEPARTMENTAL	156,121	613,590	61,470	531,424	357,411	111,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
RECREATION							
LAKESIDE CENTER							
106-5125-572.12-00	SALARIES AND WAGES	27,130	0	0	0	0	0
106-5125-572.21-00	FICA TAXES	2,072	0	0	0	0	0
106-5125-572.22-00	RETIREMENT CONTRIBUTIONS	2,281	0	0	0	0	0
106-5125-572.23-00	HEALTH INSURANCE	2,781	0	0	0	0	0
106-5125-572.24-00	WORKER'S COMPENSATION	153	0	0	0	0	0
106-5125-572.25-00	UNEMPLOYMENT COMPENSATION	1,921	0	0	0	0	0
106-5125-572.26-00	EAP BENEFIT	18	0	0	0	0	0
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* PERSONNEL SERVICES		36,356	0	0	0	0	0

106-5125-572.31-13	OTHER PROF. SERVICES	9,971	123	0	0	0	0
106-5125-572.41-00	COMMUNICATION SERVICES	819	684	0	0	287	0
106-5125-572.43-10	ELECTRICAL SERVICES	14,399	0	0	0	0	0
106-5125-572.46-16	BUILDING REPAIRS	2,384	0	0	0	0	0
106-5125-572.49-01	ADVERTISING	9,294	0	0	0	0	0
106-5125-572.52-00	OTHER OPERATING SUPPLIES	7,121	25	0	0	0	0
-----		-----					
* OPERATING EXPENSE		43,988	832	0	0	287	0

** LAKESIDE CENTER		80,344	832	0	0	287	0

*** RECREATION		80,344	832	0	0	287	0

**** RECREATION FACILITIES		236,465	614,422	61,470	531,424	357,698	111,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	BUILDING SPECIAL REV FUND						
109-0000-322.10-00	BUILDING	1,557,823	1,124,087	900,000	900,000	1,127,403	1,100,000
	LEVEL 3 TEXT					TEXT AMT	
						900,000	
	BASE PROJECTION					200,000	
	INCREASE BASED ON CONSERVATIVE PROJECTION						
	AS A RESULT OF MEETING WITH CM						
	(LP 7-31-05)						
						1,100,000	
109-0000-329.10-04	EDUCATION & TRAINING FEE	4,357	6,033	3,000	3,000	3,069	3,000
109-0000-329.10-06	INSPECTION FEES	15,550	23,280	17,300	17,300	17,470	17,300
	LEVEL 3 TEXT					TEXT AMT	
						17,300	
	RE-INSPECTION FEES ARE RECORDED IN THIS ACCOUNT					17,300	
109-0000-329.10-07	ARCHIVING FEE-BUILDING	20,630	22,645	15,900	15,900	23,000	15,900
109-0000-361.10-00	INTEREST EARNINGS-INVESTM	3,929	3,180	7,000	7,000	13,455	7,000
109-0000-369.90-00	MISC REVENUE	0	83	0	0	140	0
109-0000-381.16-00	TRANSFER FROM 001	0	0	0	2,613	2,613	0
109-0000-389.10-00	APPROPRIATED FUND BAL	0	0	29,781	42,095	0	240,580
	LEVEL 3 TEXT					TEXT AMT	
						181,617	
	INITIAL PROPOSED AMOUNT TO BALANCE FY16 BUDGET					41,500	
	INCREASE TO OFFSET ADD'L EXPENSES						
	*SOFTWARE 64-15, NON-CAP EQUIPMENT 49-20, &						
	CONTRACT SRVCS 34-14 (LP 8/26/15)						

	INCREASE TO OFFSET CORRECTION IN SALARY AND BENES					15,075	
	INCREASE TO OFFSET ADJUSTMENT TO TRANSFER TO 506					2,388	
	(LP 9-2-15)						
						240,580	
109-0000-389.40-00	APPROPRIATED TRAINING FB	0	0	2,000	2,000	0	5,000
*		1,602,289	1,179,308	974,981	989,908	1,187,150	1,388,780
**	BUILDING SPECIAL REV FUND	1,602,289	1,179,308	974,981	989,908	1,187,150	1,388,780
***	BUILDING SPECIAL REV FUND	1,602,289	1,179,308	974,981	989,908	1,187,150	1,388,780
****	BUILDING SPECIAL REV FUND	1,602,289	1,179,308	974,981	989,908	1,187,150	1,388,780

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
COMMUNITY DEVELOPMENT BUILDING DIVISION							
109-1901-515.12-00	SALARIES AND WAGES	415,752	401,801	488,780	488,780	431,126	546,400
	LEVEL 3 TEXT					TEXT AMT	
						475,657	
	CURRENT STAFF					37,001	
	SPECIALTY PAY					7,108	
	SICK LEAVE BUY BACK					14,269	
	3.0% WAGE INCREASE					12,365	
	PER ADDL REVIEW PT POS MISSED (RK 090215)					546,400	
109-1901-515.14-00	OVERTIME	6,110	31,282	10,000	20,000	18,548	10,000
	LEVEL 3 TEXT					TEXT AMT	
						10,000	
	LIMITED AFTER HOURS WORK, SPECIAL INSPECTIONS, AND						
	EXPEDITED REQUESTS.						
	LOW FY13 ACTUAL IS BECAUSE OVERTIME WAS NOT						
	ALLOWED UNTIL LATE IN THE YEAR. HIGH FY14 ACTUALS						
	DUE TO A SHORTAGE OF STAFF. OVERTIME HAS DROPPED						
	IN THE CURRENT FY WITH THE ADDITION OF A NEW						
	INSPECTOR. OVERTIME NEEDED TO ADDRESS INCONSISTENT						
	VOLUMES. AT TIMES WORKLOAD EXCEEDS 20 INSPECTIONS						
	PER DAY PER INSPECTOR AND THAT GENERALLY CANNOT BE						
	DONE IN 8 HOURS.						
							10,000
109-1901-515.21-00	FICA TAXES	30,317	31,288	38,161	39,074	32,127	42,571
	LEVEL 3 TEXT					TEXT AMT	
						39,224	
	CURRENT STAFF					765	
	OT					544	
	SICK LEAVE BUY BACK					1,092	
	3.0% WAGE INCREASE					946	
	PER ADDL REVIEW PT POS MISSED (RK 090215)					42,571	
109-1901-515.22-00	RETIREMENT CONTRIBUTIONS	49,207	45,552	59,110	59,362	51,193	72,058
	LEVEL 3 TEXT					TEXT AMT	
						68,392	
	CURRENT STAFF					1,913	
	3.0% WAGE INCREASE					1,753	
	PER ADDL REVIEW PT POS MISSED (RK 090215)					72,058	
109-1901-515.23-00	HEALTH INSURANCE	44,098	39,448	60,490	60,703	50,390	66,755
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	HEALTH DENTAL LIFE 3.0% INCREASE ON LIFE						61,193 4,039 1,480 43 66,755
109-1901-515.24-00	WORKER'S COMPENSATION	3,052	3,450	3,881	4,081	4,044	3,971
LEVEL 3	TEXT CURRENT STAFF OVERTIME 3.0% WAGE INCREASE PER ADDL REVIEW PT POS MISSED (RK 090215)					TEXT AMT	3,759 99 102 11 3,971
109-1901-515.26-00	EAP BENEFIT	294	258	364	364	288	381
LEVEL 3	TEXT CURRENT STAFF					TEXT AMT	381 381
* PERSONNEL SERVICES		548,830	553,079	660,786	672,364	587,716	742,136
109-1901-515.31-13	OTHER PROF. SERVICES	0	17,536	10,000	10,994	9,613	10,000
LEVEL 3	TEXT CONTRACTING WITH OUTSIDE AGENCIES FOR INSPECTORS, BUILDING PLAN REVIEW FOR COMMERCIAL PROJECTS AND OTHER SERVICES INCLUDING FRONT COUNTER TEMPORARY SUPPORT. FUNDS WILL NOT BE SPENT UNLESS THERE IS STAFF TURNOVER, OR UNEXPECTEDLY HIGH WORKLOAD. EXPENDITURES IN THIS LINE MAY BE OFFSEST WITH REVENUE FROM PERMIT REVIEW FEES BECAUSE USE WOULD BE THE RESULT OF HIGHER BUILDING ACTIVITY THAN NORMAL. ***** NOTE: WE WILL BE MOVING THIS TO 34-14 ONCE THE ACCOUNT IS ESTABLISHED. (LP 7-31-15) *****					TEXT AMT	10,000
109-1901-515.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	10,000
LEVEL 3	TEXT OUTSOURCE SCANNING OF PLANS AND PERMITS FOR CITY OWNED BUILDINGS AND COMMERCIAL PROPERTIES (LP 8-27-15)					TEXT AMT	10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							10,000
109-1901-515.34-15	TEMP HELP SERVICE FEE	0	0	0	550	548	0
109-1901-515.40-01	BUILD DIV TRAVEL & TRAIN	3,757	2,158	5,000	5,000	1,488	5,000
LEVEL 3	TEXT					TEXT AMT	
	FUNDS ARE FOR TRAINING RELATED TO ENFORCEMENT OF THE FLORIDA BUILDING CODE, SUCH AS, CODE CONFERENCES, CONTINUING EDUCATION CLASSES, LICENSE TRAINING, STATE OF FLORIDA CODE HEARINGS, AND INTERNATIONAL CODES. LOW EXPENDITURES IN PRIOR FY'S DUE TO SHORTAGE OF STAFF AND LACK OF TIME TO ATTEND TRAINING DUE TO HIGH WORKLOAD. FUNDS SUPPORT 6 BUILDING STAFF WITH MULTIPLE LICENSES REQUIRING CEU'S AND ARE AVAILABLE FOR 3 PERMIT TECHNICIANS' TRAINING. A MAJORITY OF THE TRAINING OPPORTUNITIES TYPICALLY OCCUR AFTER THE MIDPOINT OF THE FY. ***** \$2,000.00 NEEDS TO BE MOVED FROM ACCT 4001 INTO ACCT. 109-1901-515-4000 FOR NON-CODE RELATED TRAINING SUCH AS LEADERSHIP, COMMUNICATIONS AND OFFICE RELATED CLASSES THAT DO NOT DIRECTLY PERTAIN TO ENFORCING THE BUILDING CODE.						5,000
109-1901-515.41-00	COMMUNICATION SERVICES	11,252	10,325	9,000	9,355	8,728	10,400
LEVEL 3	TEXT					TEXT AMT	
	CHARGES FOR OFFICE TELEPHONE LINES, MOBILE PHONES, AIR CARD CHARGES AND FLEET GPS AIR CHARGES. FUNDS SUPPORT 6 INSPECTORS/PLANS EXAMINERS AND 3 PERMIT TECHNICIANS. *INCREASE PER THE CM (LP 7-31-15)						1,400 10,400
109-1901-515.44-13	FLEET FINANCING	2,787	0	2,209	2,209	1,841	8,762
109-1901-515.45-19	VEHICLE INSURANCE	1,500	1,500	3,152	3,152	2,627	1,863
109-1901-515.46-11	REGULAR MAINT/INSP EQUIP	2,036	2,174	2,000	2,000	2,000	2,100
LEVEL 3	TEXT					TEXT AMT	
	MAINTENANCE AGREEMENTS FOR COPIERS. INCREASE BASED ON ACTUALS FOR CURRENT FY.						2,100 2,100
109-1901-515.46-12	VEH MAINT/REPAIR	8,536	9,627	10,726	10,726	9,607	10,726
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	BASE						10,726 10,726
109-1901-515.46-18	CONT MAINT/COMM EQUIP	25-	0	0	0	0	0
109-1901-515.47-00	PRINTING & BINDING	0	984	1,000	1,000	629	500
	LEVEL 3 TEXT PLACARDS, INSPECTION NOTICES, PERMIT APPLICATION FORMS, BUSINESS CARDS, MISCELLANEOUS FORMS, AND OTHER INFORMATIONAL FORMS AND BROCHURES.					TEXT AMT	500
							500
109-1901-515.49-20	EQUIP & OTHER NON-CAPITAL	0	0	0	0	0	3,500
	LEVEL 3 TEXT 5 IPADS WITH ACCESSORIES FOR THE BUILDING INSPECTORS. THIS PURCHASE IS CONTINGENT ON THE APPROVAL BY CITY/IT TO PURCHASE THE NAVILINE MOBILITY SOFTWARE MODULE (LP 8-31-15)					TEXT AMT	3,500
							3,500
109-1901-515.49-61	DATA PROCESSING 501	102,315	119,049	116,152	116,152	96,793	103,138
109-1901-515.49-64	INSURANCE 504	22,743	18,642	30,194	30,194	25,162	31,477
109-1901-515.49-66	TFR TO 506 BLDG MAINT FD	71,463	74,828	68,766	68,766	57,305	60,123
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT	57,735
							2,388
							60,123
109-1901-515.49-90	ADMIN SERVICE FEES	37,812	35,428	34,496	34,496	28,747	34,037
109-1901-515.51-00	OFFICE SUPPLIES	2,910	4,277	5,000	5,000	1,809	4,500
	LEVEL 3 TEXT STANDARD OFFICE SUPPLIES FOR A STAFF OF 10. *REDUCED PER THE CM (LP 7-31-15)					TEXT AMT	5,000
							500-
							4,500
109-1901-515.52-00	OTHER OPERATING SUPPLIES	700	516	1,000	450	368	4,000
	LEVEL 3 TEXT OFFICE EQUIPMENT. FIELD TOOLS AND EQUIPMENT, MISCELLANEOUS GEAR AND EMERGENCY PREPAREDNESS EQUIPMENT, DISASTER ASSESSMENT SUPPLIES, DIGITAL CAMERAS, MISC. INCREASE PROPOSED FOR FY16 FOR ONE-TIME PURCHASE OF OFFICE FURNITURE: REPLACEMENTS FOR STAFF OFFICE AND FRONT COUNTER CHAIRS THAT ARE APPROX. 15 YEARS OLD AND WORN OUT.					TEXT AMT	4,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	8 CHAIRS @ APPROX \$400 EACH.						4,000
109-1901-515.52-10	GAS,DIESEL,OIL,& GREASE	7,851	9,101	7,700	7,700	6,101	7,700
	LEVEL 3 TEXT EST UNLEADED 2,200 GALLONS @ \$2.50 PER GALLON INCREASE UNLEADED BY 880 GALLONS @ \$2.50 AFTER MEETING WITH CM AND REVIEWING USAGE (LP 7-31-15)					TEXT AMT	5,500 2,200 7,700
109-1901-515.52-12	UNIFORMS	943	1,642	1,000	3,000	3,401	3,000
	LEVEL 3 TEXT UNIFORMS FOR BUILDING INSPECTORS, PLANS EXAMINER, AND PERMIT TECHS. 6 STAFF WITH EXTENSIVE FIELD WORK ON CONSTRUCTION SITES REQUIRES REGULAR REPLACEMENT. PRIOR YEAR EXPENSES VARIED WITH CONTRACT TYPE AND STAFF TURNOVER. INCREASE IS DUE TO BUY OUT OF OLD UNIFORMS WHICH WAS NOT DONE IN PAST YEARS. BECAUSE SHIRTS ARE EMBROIDERED, THEY CANNOT BE REPLACED ON RENTAL AND MUST BE PURCHASED. BUY OUT WILL NOW HAPPEN ONCE A YEAR TO KEEP RENTAL FEES LOW.					TEXT AMT	3,000 3,000
109-1901-515.52-15	POSTAL SERVICE	562	271	800	800	325	600
	LEVEL 3 TEXT MISCELLANEOUS MAILINGS INCLUDING NOTICES TO APPLICANTS CONCERNING EXPIRATION OF PERMITS. *REDUCED PER THE CM (LP 7-31-15)					TEXT AMT	800 200- 600
109-1901-515.54-00	DUES & MEMBERSHIPS	868	1,118	1,000	1,000	974	1,000
	LEVEL 3 TEXT MEMBERSHIP DUES AND LICENSE RENEWALS FOR PROFESSIONAL ORGANIZATIONS SUCH AS: BUILDING OFFICIALS ASSOCIATION, ELECTRICAL COUNCIL OF FLORIDA,FLORIDA ASSOCIATION OF PLUMBING, GAS, AND MECHANICAL INSPECTORS,INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS,INTERNATIONAL CODE COUNCIL, AND OTHER PROFESSIONAL MEMBERSHIPS FOR 6 BUILDING STAFF AND 3 PERMIT LICENSING TECHS.					TEXT AMT	1,000 1,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
109-1901-515.54-01	BOOKS & SUBSCRIPTIONS	402	812	5,000	5,000	4,862	2,000
	LEVEL 3 TEXT					TEXT AMT	
							2,000
							2,000
* OPERATING EXPENSE		278,412	309,988	314,195	317,544	262,928	314,426
109-1901-515.64-15	ADP EQUIPMENT	0	0	0	0	0	332,218
	LEVEL 3 TEXT					TEXT AMT	
							304,218
							28,000
							332,218
* CAPITAL OUTLAY		0	0	0	0	0	332,218
**	BUILDING DIVISION	827,242	863,067	974,981	989,908	850,644	1,388,780
***	COMMUNITY DEVELOPMENT	827,242	863,067	974,981	989,908	850,644	1,388,780
****	BUILDING SPECIAL REV FUND	827,242	863,067	974,981	989,908	850,644	1,388,780

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
CDBG SPECIAL REVENUE FUND							
110-0000-331.19-27	CDBG MISCELLANEOUS	160,051	577,697	266,755	289,326	181,895	258,112
	LEVEL 3						
	TEXT						
	CDBG FY2015 ACTION PLAN						
	*GOING TO PUBLIC HEARING ON 8/4/15						
	TO BE APPROVED BY COUNCIL						
	(LP 7-31-15)						
							258,112
110-0000-361.10-00	INTEREST EARNINGS-INVESTM	327	35	0	0	1,405	0
*		160,378	577,732	266,755	289,326	183,300	258,112
**	CDBG SPECIAL REVENUE FUND	160,378	577,732	266,755	289,326	183,300	258,112
***	CDBG SPECIAL REVENUE FUND	160,378	577,732	266,755	289,326	183,300	258,112
****	CDBG SPECIAL REVENUE FUND	160,378	577,732	266,755	289,326	183,300	258,112

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
110-1904-554.12-00	COMMUNITY DEVELOPMENT ADMINISTRATION SALARIES AND WAGES	20,138	26,410	31,693	20,693	18,423	19,788
	LEVEL 3 TEXT CURRENT STAFF 3.0% WAGE INCREASE CHANGE ALLOC SPEC ASSIST (RK 090215)					TEXT AMT 32,020 961 13,193- 19,788	
110-1904-554.21-00	FICA TAXES	1,373	2,163	2,425	1,585	1,387	1,514
	LEVEL 3 TEXT PRELIMINARY BUDGET 3.0% WAGE INCREASE CHANGE ALLOC SPEC ASSIST (RK 090215)					TEXT AMT 2,450 74 1,010- 1,514	
110-1904-554.22-00	RETIREMENT CONTRIBUTIONS	3,228	3,426	4,025	2,645	2,426	3,107
	LEVEL 3 TEXT PRELIMINARY BUDGET 2.5% WAGE INCREASE CHANGE ALLOC SPEC ASSIST (RK 090215)					TEXT AMT 5,028 150 2,071- 3,107	
110-1904-554.23-00	HEALTH INSURANCE	1,083	974	3,117	2,017	1,451	1,971
	LEVEL 3 TEXT HEALTH DENTAL LIFE 3.0% ON LIFE CHANGE ALLOC SPEC ASSIST (RK 090215)					TEXT AMT 2,985 197 100 3 1,314- 1,971	
110-1904-554.24-00	WORKER'S COMPENSATION	19	24	29	29	19	17
110-1904-554.26-00	EAP BENEFIT	7	12	19	19	11	11
* PERSONNEL SERVICES		25,848	33,009	41,308	26,988	23,717	26,408
110-1904-554.31-13	OTHER PROFESSIONAL SERV	0	0	6,173	18,873	17,460	25,214
	LEVEL 3 TEXT BALANCE OF PLANNING & ADMINISTRATION (P&A) BUDGET FROM THE CDBG FY2015 ACTION PLAN *TOTAL P&A FOR FY2015 IS \$51,622 *\$44,016 IS BUDGETED IN PERSONNEL SRVCS					TEXT AMT 7,606	

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL NON DEPTMENTAL 201-1000-517.73-00 OTHER DEBT SERVICE		1,025	1,125	1,125	1,125	0	1,125
		LEVEL 3	TEXT ADMIN FEE AUDIT CONFIRMATION FEE ----- FOR CAP IMPRV RV REF BONDS, SERIES 1997			TEXT AMT 1,100 25	
							1,125
* DEBT SERVICE		----- 1,025	----- 1,125	----- 1,125	----- 1,125	----- 0	----- 1,125
** NON DEPTMENTAL		----- 1,025	----- 1,125	----- 1,125	----- 1,125	----- 0	----- 1,125
*** NON DEPARTMENTAL		----- 1,025	----- 1,125	----- 1,125	----- 1,125	----- 0	----- 1,125
**** CAP. IMP. SINKING FUND		----- 1,025	----- 1,125	----- 1,125	----- 1,125	----- 0	----- 1,125

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
2006 GO BOND DEBT SERVICE							
214-0000-311.10-00	CURRENT AD VALOREM	1,085,384	1,086,838	1,077,386	1,077,386	1,061,266	1,078,186
	LEVEL 3 TEXT					TEXT AMT	
						1,078,186	
						1,078,186	
214-0000-311.20-00	DELINQUENT	1,904	2,787	0	0	22,545	0
214-0000-311.30-00	INTEREST DELINQ. TAXES	1,106	1,602	0	0	238	0
214-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,833	3,426	1,200	1,200	6,076	1,200
	LEVEL 3 TEXT					TEXT AMT	
						1,200	
						1,200	
214-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,762	1,762	0	1,589
	LEVEL 3 TEXT					TEXT AMT	
						1,589	
						1,589	
*-----		1,091,227	1,094,653	1,080,348	1,080,348	1,090,125	1,080,975
**-----		1,091,227	1,094,653	1,080,348	1,080,348	1,090,125	1,080,975
***-----		1,091,227	1,094,653	1,080,348	1,080,348	1,090,125	1,080,975
****-----		1,091,227	1,094,653	1,080,348	1,080,348	1,090,125	1,080,975

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
214-1000-517.71-10	PRINCIPAL PAYMENT BONDS	350,000	370,000	385,000	385,000	385,000	400,000
214-1000-517.72-10	INTEREST BONDS	724,848	709,098	694,598	694,598	694,598	679,775
214-1000-517.73-00	OTHER DEBT SERVICE	300	300	750	750	750	1,200
* DEBT SERVICE		1,075,148	1,079,398	1,080,348	1,080,348	1,080,348	1,080,975
** NON DEPTMENTAL		1,075,148	1,079,398	1,080,348	1,080,348	1,080,348	1,080,975
*** NON DEPARTMENTAL		1,075,148	1,079,398	1,080,348	1,080,348	1,080,348	1,080,975
**** 2006 GO BOND DEBT SERVICE		1,075,148	1,079,398	1,080,348	1,080,348	1,080,348	1,080,975

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
EASTPORT TAX INC NOTE							
217-0000-361.10-00	INTEREST EARNINGS-INVESTM	351	31	0	0	604	0
217-0000-381.71-00	TRANSFER FROM EASPORT 102	178,833	179,813	180,596	180,596	150,497	181,184
-----		-----	-----	-----	-----	-----	-----
*		179,184	179,844	180,596	180,596	151,101	181,184
-----		-----	-----	-----	-----	-----	-----
**	EASTPORT TAX INC NOTE	179,184	179,844	180,596	180,596	151,101	181,184
-----		-----	-----	-----	-----	-----	-----
***	EASTPORT TAX INC NOTE	179,184	179,844	180,596	180,596	151,101	181,184
-----		-----	-----	-----	-----	-----	-----
****	EASTPORT TAX INC NOTE	179,184	179,844	180,596	180,596	151,101	181,184

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
217-1000-517.71-10	PRINCIPAL PAYMENT BONDS	100,000	105,000	110,000	110,000	110,000	115,000
217-1000-517.72-10	INTEREST BONDS	78,832	74,812	70,596	70,596	70,596	66,184
		-----	-----	-----	-----	-----	-----
*	DEBT SERVICE	178,832	179,812	180,596	180,596	180,596	181,184
		-----	-----	-----	-----	-----	-----
**	NON DEPTMENTAL	178,832	179,812	180,596	180,596	180,596	181,184
		-----	-----	-----	-----	-----	-----
***	NON DEPARTMENTAL	178,832	179,812	180,596	180,596	180,596	181,184
		-----	-----	-----	-----	-----	-----
****	EASTPORT TAX INC NOTE	178,832	179,812	180,596	180,596	180,596	181,184

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
2007 TWN CTR BOND DEBT SV							
218-0000-361.10-00	INTEREST EARNINGS-INVESTM	415	461	0	0	1,665	0
218-0000-381.57-00	TRANSFER FROM 103	0	319,542	350,592	350,592	292,160	401,192
	LEVEL TEXT						
	3 2007 TOWN CTR FY16 DEBT SERVICE P&I						
	FUND OTHER FY16 DEBT SERV 73-00						
						TEXT AMT	
						398,442	
						2,750	
						401,192	
*		415	320,003	350,592	350,592	293,825	401,192
**	2007 TWN CTR BOND DEBT SV	415	320,003	350,592	350,592	293,825	401,192
***	2007 TWN CTR BOND DEBT SV	415	320,003	350,592	350,592	293,825	401,192
****	2007 TWN CTR BOND DEBT SV	415	320,003	350,592	350,592	293,825	401,192

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
218-1000-517.71-10	PRINCIPAL PAYMENT BONDS	55,000	105,000	110,000	110,000	110,000	165,000
218-1000-517.72-10	INTEREST BONDS	244,241	242,041	237,842	237,842	237,841	233,442
218-1000-517.73-00	OTHER DEBT SERVICE	2,500	750	2,750	2,750	0	2,750
-----		-----					
*	DEBT SERVICE	301,741	347,791	350,592	350,592	347,841	401,192
-----		-----					
**	NON DEPTMENTAL	301,741	347,791	350,592	350,592	347,841	401,192
-----		-----					
***	NON DEPARTMENTAL	301,741	347,791	350,592	350,592	347,841	401,192
-----		-----					
****	2007 TWN CTR BOND DEBT SV	301,741	347,791	350,592	350,592	347,841	401,192

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
2014 CAPITAL IMPV BOND							
220-0000-361.10-00	INTEREST EARNINGS-INVESTM	0	946	5,325	5,325	12,450	10,000
220-0000-381.21-00	TRANSFER FRM DRAINAGE	0	0	83,501	83,501	69,584	83,628
	LEVEL 3 TEXT					TEXT AMT	
	2014 CAP IMPRV BOND (7.2% OF \$1,161,425)					83,628	
						83,628	
220-0000-381.56-00	TRANSFER FROM 506	0	0	626,257	626,257	521,881	627,170
	LEVEL 3 TEXT					TEXT AMT	
	2014 CAPITAL IMPRV BOND (54% OF \$1,161,425)					627,170	
						627,170	
220-0000-381.93-00	TRANSFER FROM 207 FUND	0	2,117,657	0	0	0	0
220-0000-389.10-00	APPROPRIATED FUND BAL	0	0	449,977	449,977	0	450,627
	LEVEL 3 TEXT					TEXT AMT	
	OFFSET GENERAL FUND 001 & BUS DVLV FND 626 AMTS					450,627	
	WITH APPROPRIATED EQUITY IN THE 220 FUND						
	GEN FUND AMT: \$418,107						
	BUS DVLV AMT: 32,520						
				\$450,627	TOTAL		450,627
-----		0	2,118,603	1,165,060	1,165,060	603,915	1,171,425
*-----		0	2,118,603	1,165,060	1,165,060	603,915	1,171,425
** 2014 CAPITAL IMPV BOND		0	2,118,603	1,165,060	1,165,060	603,915	1,171,425
*** 2014 CAPITAL IMPV BOND		0	2,118,603	1,165,060	1,165,060	603,915	1,171,425
**** 2014 CAPITAL IMPV BOND		0	2,118,603	1,165,060	1,165,060	603,915	1,171,425

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
220-1000-517.71-10	PRINCIPAL PAYMENT BONDS	0	0	395,000	395,000	165,000	525,000
220-1000-517.72-10	INTEREST BONDS	0	0	764,735	764,735	446,249	636,425
220-1000-517.73-00	OTHER DEBT SERVICE	0	0	5,325	5,325	4,200	10,000
LEVEL 3		TEXT		TEXT		AMT	
		ARBITRAGE REPORT FEE				2,000	
		ADMIN FEE FROM BNY MELLON				825	
		WIRE PROCESSING FEE FR BNY MELLON (IF APPLICABLE)				50	
		ESCROW AGENT FEE TO WELLS FARGO				1,700	
		OTHER				5,425	
						10,000	
* DEBT SERVICE		0	0	1,165,060	1,165,060	615,449	1,171,425
** NON DEPTMENTAL		0	0	1,165,060	1,165,060	615,449	1,171,425
*** NON DEPARTMENTAL		0	0	1,165,060	1,165,060	615,449	1,171,425
**** 2014 CAPITAL IMPV BOND		0	0	1,165,060	1,165,060	615,449	1,171,425

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
CAPITAL PROJECTS FUND							
301-0000-312.41-00	1-6[LOCAL OPTION GAS TAX	628,609	633,595	615,648	615,648	495,129	633,175
	LEVEL 3 TEXT DEPT OF REVENUE 7/14/15 ESTIMATE REDUCE TO ONLY BUDGET 95% AT THIS TIME					TEXT AMT 666,500 33,325- 633,175	
301-0000-312.42-00	1-5[LOCAL OPTION FUEL	472,802	472,917	461,639	461,639	366,755	579,968
	LEVEL 3 TEXT DEPT OF REVENUE 7/14/15 ESTIMATE REDUCE TO ONLY BUDGET 95%					TEXT AMT 610,493 30,525- 579,968	
301-0000-334.49-05	FDOT LAP 42763215801	171	7	0	0	0	0
301-0000-334.49-07	FDOT JPA 43199315801	0	70,000	0	30,000	0	0
301-0000-334.49-08	FDOT LAP 43022813801	2,618	0	0	0	0	0
301-0000-334.49-09	FDOT JPA 43120515801	0	29,600	0	69,200	0	0
301-0000-334.49-11	FDOT LAP 4302281586801	4,727	183,585	0	0	0	0
301-0000-361.10-00	INTEREST EARNINGS-INVESTM	11,090	12,607	2,500	2,500	25,184	2,500
301-0000-389.10-00	APPROPRIATED FUND BAL	0	0	284,343	1,795,975	0	170,481
	LEVEL 3 TEXT BALANCE FY16 BUDGET-USE FY15 UNRESTRICTED FUND BAL BALANCE FY16 BUDGET - USE FY15 RESTRICTED FUND BAL (LP 8/31/15)					TEXT AMT 449 170,032 170,481	
*		1,120,017	1,402,311	1,364,130	2,974,962	887,068	1,386,124
**	CAPITAL PROJECTS FUND	1,120,017	1,402,311	1,364,130	2,974,962	887,068	1,386,124
***	CAPITAL PROJECTS FUND	1,120,017	1,402,311	1,364,130	2,974,962	887,068	1,386,124
****	CAPITAL PROJECTS FUND	1,120,017	1,402,311	1,364,130	2,974,962	887,068	1,386,124

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
PUBLIC WORKS							
PUBLIC WORKS							
301-4300-541.31-11	ENGINEERING	0	3,877	0	0	0	0
301-4300-541.31-13	OTHER PROF. SERVICES	0	0	0	0	0	80,000
LEVEL 3		TEXT				TEXT AMT	
		ROAD PAVEMENT INVENTORY AND CONDITION ASSESSMENT				80,000	

		NOTE: THIS WAS MOVED HERE FROM 63-97 (LP 7-27-15)					

						80,000	
301-4300-541.31-63	PROJECT PROFESSIONAL SERV	3,402	3,402	3,402	103,402	3,402	0
LEVEL 3		TEXT				TEXT AMT	
		OMI001 OAK STREET RR CROSSING REPAIR FOR FY16				1,701	
		OMI002 CHARLES ST RR CROSSING REPAIR FOR FY16				1,701	

		NOTE: MOVED TO OBJECT 46-00				3,402-	

301-4300-541.44-13	FLEET FINANCING	41,320	43,016	69,089	69,089	57,574	74,722
301-4300-541.46-00	REPAIR & MAINT. SERVICES	0	944	0	0	0	3,402
LEVEL 3		TEXT				TEXT AMT	
		OMI001 OAK STREET RR CROSSING REPAIR FOR FY16				1,701	
		OMI002 CHARLES ST RR CROSSING REPAIR FOR FY16				1,701	

		NOTE: MOVED HERE FROM 31-63					

						3,402	
301-4300-541.46-03	TRAFFIC SIGNAL MAINT	0	0	0	35,000	0	0
301-4300-541.49-20	EQUIP & OTHER NON-CAPITAL	2,669	0	0	0	0	0
301-4300-541.53-63	PROJECT RD MATERIAL/SUPP	89,005	173,683	210,000	401,096	254,828	210,000
LEVEL 3		TEXT				TEXT AMT	
		OMI007 SIDEWALK REPAIR				200,000	
		IMI002 STRIPING PROGRAM				50,000	
		IMI001 SIGNAGE				25,000	
		IMI006 GUARDRAIL RENEWAL PROGRAM				35,000	

		REDUCTION PER THE CM (LP 7-27-15)				100,000-	

						210,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
* OPERATING EXPENSE		136,396	224,922	282,491	608,587	315,804	368,124
301-4300-541.63-02	SIGNAGE	9,490	0	0	0	0	0
301-4300-541.63-16	BIKE PATHS	0	0	0	36,190	0	0
301-4300-541.63-97	PROJ CAPITAL OUTLAY	116,246	2,215,378	620,000	1,844,897	737,176	1,003,000
LEVEL 3	TEXT					TEXT	AMT
	DUNLWTN AVE WESTBOUND RIGHT TURN LANE						2,000
	FEASIBILITY STUDY						
	ROAD PAVEMENT INVENTORY AND CONDITION ASSESSMENT						80,000
	NOTE: MOVED TO OBJECT 31-13						80,000-

	ROAD RESURFACING AND RECONSTRUCTION						748,000
	DUNLAWTON WALK LIGHTS REFURBISHMENT						84,000
	RYANWOOD SUBDIVISION ENTRANCE CULVERT REPLACEMENT						25,000

	FUNDS ADDITIONAL ASPECTS OF THE RYANWOOD						144,000
	SUBDIVISION ENTRANCE CULVERT REPLACEMENT						
	(LP 8-31-15)						
							1,003,000
301-4300-541.64-00	MACH & EQUIPMENT	11,760	0	0	0	0	15,000
LEVEL 3	TEXT					TEXT	AMT
	SIGNAGE RETRO REFLECTIVE METERS						15,000
							15,000
301-4300-541.64-15	ADP EQUIPMENT	0	0	0	20,000	0	0
-----		-----	-----	-----	-----	-----	-----
* CAPITAL OUTLAY		137,496	2,215,378	620,000	1,901,087	737,176	1,018,000
301-4300-541.72-11	INTEREST INTERNAL LOANS	6,237	0	0	0	0	0
-----		-----	-----	-----	-----	-----	-----
* DEBT SERVICE		6,237	0	0	0	0	0
301-4300-541.81-10	CONTRIBUTIONS ROAD & STR	152	71,510	0	1,344	1,344	0
-----		-----	-----	-----	-----	-----	-----
* GRANTS & AIDE		152	71,510	0	1,344	1,344	0
301-4300-541.99-10	CONTINGENCY	0	0	461,639	463,944	0	0
LEVEL 3	TEXT					TEXT	AMT
	1-5 CENT RV CONTINGENCY (NEW OR EXPANSION ONLY)						
	1-6 CENT RV CONTINGENCY (OPS AND MAINT.)						

	ZEROD OUT (LP 8-31-15)						
-----		-----	-----	-----	-----	-----	-----
* NON-OPERATING EXPENSE		0	0	461,639	463,944	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
**	PUBLIC WORKS	280,281	2,511,810	1,364,130	2,974,962	1,054,324	1,386,124

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	PUBLIC WORKS-GRANT EXP						
301-4310-541.63-97	PROJ CAPITAL OUTLAY	0	126,567	0	0	0	0
*	CAPITAL OUTLAY	0	126,567	0	0	0	0
**	PUBLIC WORKS-GRANT EXP	0	126,567	0	0	0	0
***	PUBLIC WORKS	280,281	2,638,377	1,364,130	2,974,962	1,054,324	1,386,124
****	CAPITAL PROJECTS FUND	280,281	2,638,377	1,364,130	2,974,962	1,054,324	1,386,124

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
FIRE IMPACT FEE FUND							
311-0000-324.11-00	RESIDENTIAL PUBLIC SAFETY	94,350	41,040	25,000	25,000	31,860	25,000
311-0000-324.12-00	COMMERCIAL PUBLIC SAFETY	30,800	15,697	25,000	25,000	17,683	25,000
311-0000-361.10-00	INTEREST EARNINGS-INVESTM	756	623	500	500	2,549	500
311-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	177	0	0
-----		-----	-----	-----	-----	-----	-----
*		125,906	57,360	50,500	50,677	52,092	50,500
-----		-----	-----	-----	-----	-----	-----
**	FIRE IMPACT FEE FUND	125,906	57,360	50,500	50,677	52,092	50,500
-----		-----	-----	-----	-----	-----	-----
***	FIRE IMPACT FEE FUND	125,906	57,360	50,500	50,677	52,092	50,500
-----		-----	-----	-----	-----	-----	-----
****	FIRE IMPACT FEE FUND	125,906	57,360	50,500	50,677	52,092	50,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	FIRE SERVICES						
	FIRE SERVICES						
311-3100-522.49-90	ADMIN SERVICE FEES	2,503	1,135	1,000	1,000	833	1,000
*	OPERATING EXPENSE	2,503	1,135	1,000	1,000	833	1,000
311-3100-522.64-00	MACH & EQUIPMENT	0	7,224	0	177	0	0
*	CAPITAL OUTLAY	0	7,224	0	177	0	0
311-3100-522.99-10	CONTINGENCY	0	0	49,500	49,500	0	49,500
*	NON-OPERATING EXPENSE	0	0	49,500	49,500	0	49,500
**	FIRE SERVICES	2,503	8,359	50,500	50,677	833	50,500
***	FIRE SERVICES	2,503	8,359	50,500	50,677	833	50,500
****	FIRE IMPACT FEE FUND	2,503	8,359	50,500	50,677	833	50,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
TRANSPORTATION IMPACT FEE							
312-0000-324.31-00	RESIDENTIAL TRANSPORTATIO	94,463	269,699	70,000	70,000	108,422	70,000
312-0000-324.32-00	COMMERCIAL TRANSPORTATION	87,568	105,503	70,000	70,000	171,912	70,000
312-0000-334.49-04	FDOT LAP 42762115801	189	0	0	0	0	0
312-0000-334.49-12	FDOT LAP 43007913801	0	26,940	0	0	325	0
312-0000-334.49-13	FDOT LAP 4300791586801	0	0	0	313,697	0	0
312-0000-334.49-14	FDOT LAP 433666-1-58/6801	0	0	0	296,122	0	0
312-0000-361.10-00	INTEREST EARNINGS-INVESTM	3,233	2,754	5,000	5,000	12,536	5,000
312-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	704,401	0	0
-----		-----	-----	-----	-----	-----	-----
*		185,453	404,896	145,000	1,459,220	293,195	145,000
-----		-----	-----	-----	-----	-----	-----
**	TRANSPORTATION IMPACT FEE	185,453	404,896	145,000	1,459,220	293,195	145,000
-----		-----	-----	-----	-----	-----	-----
***	TRANSPORTATION IMPACT FEE	185,453	404,896	145,000	1,459,220	293,195	145,000
-----		-----	-----	-----	-----	-----	-----
****	TRANSPORTATION IMPACT FEE	185,453	404,896	145,000	1,459,220	293,195	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
PUBLIC WORKS							
PUBLIC WORKS							
312-4300-541.31-63	PROJECT PROFESSIONAL SERV	309	0	0	17,354	0	0
312-4300-541.49-90	ADMIN SERVICE FEES	3,641	7,504	2,800	2,800	2,333	2,800
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	3,950	7,504	2,800	20,154	2,333	2,800
312-4300-541.63-97	PROJ CAPITAL OUTLAY	0	107,058	78,846	811,110	368,898	12,000
		LEVEL 3 TEXT NORTH SPRUCE CREEK ROAD SIDEWALK - OMI017 VICTORIA GARDENS BLVD SIDEWALK - OMI018 MCDONALD ROAD SIDEWALK - OMI019 TEXT AMT 1,000 1,000 10,000 12,000					
		-----	-----	-----	-----	-----	-----
*	CAPITAL OUTLAY	0	107,058	78,846	811,110	368,898	12,000
312-4300-541.99-10	CONTINGENCY	0	0	63,354	17,854	0	130,200
		-----	-----	-----	-----	-----	-----
*	NON-OPERATING EXPENSE	0	0	63,354	17,854	0	130,200
		-----	-----	-----	-----	-----	-----
**	PUBLIC WORKS	3,950	114,562	145,000	849,118	371,231	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
312-4310-541.63-97	PUBLIC WORKS-GRANT EXP PROJ CAPITAL OUTLAY	0	26,982	0	610,102	515,064	0
*	CAPITAL OUTLAY	0	26,982	0	610,102	515,064	0
**	PUBLIC WORKS-GRANT EXP	0	26,982	0	610,102	515,064	0
***	PUBLIC WORKS	3,950	141,544	145,000	1,459,220	886,295	145,000
****	TRANSPORTATION IMPACT FEE	3,950	141,544	145,000	1,459,220	886,295	145,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
GENERAL CAPITAL REPL FUND							
317-0000-337.70-08	ECHO CORACI PHASE IV	0	0	0	300,000	0	0
317-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,724	735	0	0	10,420	0
317-0000-369.35-00	SETTLEMENT PROCEEDS	49,626	0	0	0	0	0
317-0000-381.16-00	TRANSFER FROM 001	0	550,000	250,000	515,000	515,000	500,000
LEVEL 3		TEXT				TEXT AMT	
		PLACEHOLDER FOR FUNDING FROM GENERAL FUND				186,500	
		FOR FY16 CIP PROJECTS IF ALL APPROVED				313,500	
		ADDITIONAL FUNDS IDENTIFIED BY CM (LP 7-27-15)				500,000	
317-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	1,088,465	0	144,000
LEVEL 3		TEXT				TEXT AMT	
		APPROPRIATED EQUITY OF FUND ADD'L CIP PROJECTS				144,000	
		(LP 8/31/15)				144,000	
*-----		52,350	550,735	250,000	1,903,465	525,420	644,000
**-----		52,350	550,735	250,000	1,903,465	525,420	644,000
***-----		52,350	550,735	250,000	1,903,465	525,420	644,000
****-----		52,350	550,735	250,000	1,903,465	525,420	644,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
317-1000-519.61-00	LAND	0	1,555	0	32,255	25,181	0
317-1000-519.62-00	BUILDINGS AND IMP. TO	0	0	0	400,000	0	0
317-1000-519.63-97	PROJ CAPITAL OUTLAY	83,194	435,304	250,000	1,455,610	660,001	644,000
LEVEL 3		TEXT					TEXT AMT
		FUNDING FOR FY16 CIP PROJECTS					186,500
		ADD'L FUNDING FOR FY16 PROJECTS					313,500

		ADD'L CIP PROJECTS FUNDED FROM APPROPRIATED EQUITY					144,000
		(LP 8/31/15)					644,000
317-1000-519.64-00	MACH & EQUIPMENT	123,530	8,624	0	15,600	15,600	0
*	CAPITAL OUTLAY	206,724	445,483	250,000	1,903,465	700,782	644,000
**	NON DEPTMENTAL	206,724	445,483	250,000	1,903,465	700,782	644,000
***	NON DEPARTMENTAL	206,724	445,483	250,000	1,903,465	700,782	644,000
****	GENERAL CAPITAL REPL FUND	206,724	445,483	250,000	1,903,465	700,782	644,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
W&S O&M REVENUE FUND							
401-0000-331.64-00	HHS BLOCK GRANT-FLUORIDAT	0	30,800	0	0	0	0
401-0000-343.31-00	WATER SALES	9,774,176	9,892,174	10,134,397	10,711,460	9,110,997	10,984,280
LEVEL 3	TEXT					TEXT AMT	
	PREL BGT BASED ON FY14 ACTUAL				06/16/15 LB	9,892,170	
	INCR FOR COLLAPSE OF ENERGY FEE				06/16/15 LB	1,064,720	
	INCR FOR .25% GROWTH IN WATER CUSTS				06/16/15 LB	27,390	
	***GROWTH CALC BASED ON UTUSERS RPT:						
	#WA CUST @ EOM 05/2015 = 27216 LESS						
	#WA CUST @ EOM 09/2014 = 27148						
	CALC = (27216-27148)/27148 = .0025 = .25%						
	PRMG GROWTH EST FOR WA = .36%						
	==>PRMG WA REV EST FROM RT STUDY = \$10,099,328<==						
						10,984,280	
401-0000-343.33-00	WATER ENGERY ADJ CHARGE	1,060,722	1,064,921	1,107,239	454,229	454,227	0
LEVEL 3	TEXT					TEXT AMT	
	PREL BGT					1,107,239	
	ENERGY WATER COLLAPSED W/WATER REVENUE				06/16/15 LB	1,107,239-	
	***PRMG RATE STUDY ADOPTED RES#14-82 EFF 04/01/15						
401-0000-343.34-00	HYDRANT RENTAL	35,095	35,235	38,800	38,800	34,374	46,010
LEVEL 3	TEXT					TEXT AMT	
	INSIDE RT (UT @ 121 X \$9 X 12 MOS)				07/21/15 LB	13,070	
	DBS HYDR RENTAL (VIA AR @ 85 X \$135/YR)				07/21/15 LB	11,475	
	VC HYDR RENTAL (VIA AR @ 159 X \$135/YR)				07/21/15 LB	21,465	
	*****NOTES:						
	**RATE RESO 14-82 INSIDE RT @ \$9.00/MO						
	OUTSIDE RT @ \$11.25/MO						
	**OLD RATE RESO 13-41 INSIDE @ \$7.50/MO						
	OUTSIDE @ \$8.35/MO						
						46,010	
401-0000-343.51-00	SEWER SERVICE	8,679,267	8,894,192	9,004,010	9,345,756	8,294,542	9,650,320
LEVEL 3	TEXT					TEXT AMT	
	PREL BGT BASED ON FY14 ACTUAL					8,894,190	
	INCR FOR COLLAPSE ENERGY SW W/SW REV				06/16/15 LB	727,260	
	INCR FOR .30% GROWTH IN SW CUST BASE				06/16/15 LB	28,870	
	**ENERGY SW COLLAPSED AS PART OF PRMG/RES# 14-82						
	**GROWTH CALC BASED ON UTUSERS RPT:						
	**SW CUST BASE @ EOM 05/2015 = 24,823						
	**SW CUST BASE @ EOM 09/2014 = 24,750						

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	$((24823-24750)/24750 = .002949 = .30\%$ ****COMPARISON TO RT STUDY: ****PRMG GROWTH EST FOR SW = .40% ****PRMG FY15 REV PROJ = \$9,938,029 ****PROJ FY16 EST = \$9,938,029*1.0040=\$9,977,780						9,650,320
401-0000-343.52-00	RECLAIMED WATER	1,139,134	1,120,973	1,148,202	1,163,674	1,089,456	1,173,350
	LEVEL 3 TEXT PREL BGT BASED ON FY14 ACTUAL INCR FOR COLLAPSE OF RECL ENERGY FEE INCR FOR .81% GROWTH IN RECL CUST **GROWTH CALC BASED ON UTUSERS RPT: #RECL CUST @ EOM 05/2015 = 7437 # RECL CUST @ EOM 09/2014 = 7377 CALC = (7437-7377)/7377 = .0081 = .81% ==>COMPARISON TO RATE STUDY<== ==>PRMG GROWTH EST FOR RECL = .36% ==>PRMG FY15 RECL REV PROJ = \$1,284,717 ==>PROJ FY16 EST = \$1,284,717*1.0036 = \$1,289,340				06/16/15 LB 06/16/15 LB 06/16/15 LB	TEXT AMT 1,120,970 42,950 9,430	1,173,350
401-0000-343.53-00	RECLAIMED BACKFLOW FEE	141,678	146,759	135,290	134,312	167,603	251,590
	LEVEL 3 TEXT (7180 RESI BF CUST * 2.92)*12 MOS ****CALCULATION BASIS: TOTAL # RESI RECL CUST FR UTUSERS RPT @ EOM 05/15 * RATE RESO #14-82 OF \$2.92 * OLD RATE RESO #13-41 OF \$1.70				06/16/15 LB 07/21/15 LB	TEXT AMT 251,590 251,590	251,590
401-0000-343.54-00	DAYT BCH SHORES SEWER	850,032	861,230	861,000	997,969	855,890	1,106,424
	LEVEL 3 TEXT PREL BGT COLLAPSE ENERGY SW INTO DBS SEWER REV \$\$\$BASED ON FY14 ACTUAL REVENUE				06/16/15 LB	TEXT AMT 861,000 245,424 1,106,424	1,106,424
401-0000-343.58-00	SW SERVICE PONCE INLET	857,935	854,648	864,400	864,400	727,536	877,100
	LEVEL 3 TEXT BASED ON FY15YTD+LAST 4 PERIODS OF FY14 **NOTE: INTERLOCAL AGREEMENT FOR SW SVCS EXP DT 05/12/2016					TEXT AMT 877,100 877,100	877,100

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0000-343.59-00	SEWER ENERGY ADJ CHARGE	515,369	1,015,630	1,010,478	439,074	438,672	0
LEVEL 3	TEXT FY14 ACTUAL					TEXT AMT 1,015,630	
	LESS ER PORTION COLLAPSE TO RECL REV 06/16/15 LB					42,950-	
	LESS ES PORTION COLLAPSE TO DBS SW REV 06/16/15 LB					245,420-	
	LESS ES PORTION COLLAPSE TO SW REV 06/16/15 LB					727,260-	
	****NOTES						
	ACTUAL FY14 DBS & ER REV FROM UT420AP RPTS						
401-0000-343.63-00	SEWER CONNECT	14,000	10,820	29,800	29,800	16,390	29,800
401-0000-343.64-00	RECLAIMED WATER CONNECT	83,955	76,652	56,200	56,200	63,710	56,200
401-0000-343.65-00	WATER CONNECTION	119,513	97,041	90,000	90,000	105,940	90,000
401-0000-343.66-00	SERVICE CHARGE/ LATE FEE	489,362	754,099	715,308	715,308	511,665	715,308
LEVEL 3	TEXT ORIGINAL BUDGET ADJ					TEXT AMT 740,000	
						24,692-	
						715,308	
401-0000-343.66-01	MISC BILLING REVENUE	0	929-	0	0	928-	0
401-0000-349.12-00	ENGINEERING FEES	0	0	1,100	1,100	0	1,100
401-0000-361.10-00	INTEREST EARNINGS-INVESTM	6,006	15,233	54,500	54,500	84,937	54,500
401-0000-365.10-00	SCRAP SALES	35,170	23,373	0	0	20,620	20,000
LEVEL 3	TEXT SCRAP SALES HX EST					TEXT AMT 20,000	
					07/21/15 LB	20,000	
401-0000-369.35-00	SETTLEMENT PROCEEDS	0	40,000	0	0	0	0
401-0000-369.90-00	MISC REVENUE	5,244	22,443	15,153	15,153	34,504	15,153
401-0000-381.16-00	TRANSFER FROM 001	0	0	0	9,579	9,579	0
401-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	403,667	0	1,358,913
LEVEL 3	TEXT REQUIRED TO BALANCE FUND (RK)					TEXT AMT 1,397,591	

	REDUCED AMOUNT OF EQUITY REQUIRED TO BALANCE FUND DUE TO CORRECTIONS MADE TO SALARY & BENEFITS THAT REDUCED EXPENSES. (LP 9-2-15)					38,678-	
						1,358,913	
401-0000-389.80-10	DEVELOPER SW CONTRIBUTION	271,928	116,193	0	0	0	0
401-0000-389.80-11	DEVELOPER WA CONTRIBUTION	262,396	67,393	0	0	0	0
401-0000-399.10-32	FRM 402 WS DEBT SERVICE	3,960,062	4,100,127	0	0	0	0
401-0000-399.10-36	FRM 418 SRLF DEBT SERVICE	1,202,783	1,237,281	0	0	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*		29,503,827	30,476,288	25,265,877	25,524,981	22,019,714	26,430,048
**	W&S O&M REVENUE FUND	29,503,827	30,476,288	25,265,877	25,524,981	22,019,714	26,430,048
***	W&S O&M REVENUE FUND	29,503,827	30,476,288	25,265,877	25,524,981	22,019,714	26,430,048
****	W&S O&M REVENUE FUND	29,503,827	30,476,288	25,265,877	25,524,981	22,019,714	26,430,048

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
CUSTOMER SERVICE							
CUSTOMER SERVICE							
401-0100-536.12-00	SALARIES AND WAGES	296,036	349,948	380,667	380,669	310,665	377,129
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	362,871
						SICK LEAVE BUY BACK/ACCRUAL PAYOUTS	369
						RECLASSIFY BILLING CLERK	1,425
						3.0% WAGE INCREASE	10,924
						PER ADDL REVIEW (RK 0902515)	1,540
							377,129
401-0100-536.12-11	COMPENSATED ABSENCE	20,008-	11,842	0	0	0	0
401-0100-536.14-00	OVERTIME	10,556	7,236	1,000	6,000	6,237	7,500
401-0100-536.21-00	FICA TAXES	20,910	26,893	29,203	29,573	22,558	29,430
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	27,765
						OVERTIME	574
						SICK LEAVE BUY BACK/ACCRUAL PAYOUTS	29
						RECLASIFY UTILITY BILLING CLERK	110
						3.0 % WAGE INCREASE	835
						PER ADDL REVIEW (RK 0902515)	117
							29,430
401-0100-536.22-00	RETIREMENT CONTRIBUTIONS	41,792	33,734	41,048	41,677	29,616	44,770
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	41,349
						RECLASSIFY UTILITIY BILLING CLERK	143
						3.0% WAGE INCREASE	1,245
						PER ADDL REVIEW (RK 0902515)	2,033
							44,770
401-0100-536.23-00	HEALTH INSURANCE	34,046	49,631	76,641	77,173	53,046	77,543
	LEVEL 3					TEXT AMT	
						HEALTH	71,640
						DENTAL	4,728
						LIFE	1,132
						RECLASSIFY UTILITY BILLING CLERK	5
						3.0% ON LIFE	33
						PER ADDL REVIEW (RK 0902515)	5
							77,543
401-0100-536.24-00	WORKER'S COMPENSATION	248	311	357	357	319	299
	LEVEL					TEXT	AMT

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	CURRENT STAFF OVERTIME SICK LEAVE BUY BACK/ACCRUAL PAYOUTS RECLASSIFY BILLING CLERK 3.0% WAGE INCREASE						283 7 1 2 6 299
401-0100-536.26-00	OPEB / EAP BENEFIT	253	358	521	521	308	484
LEVEL 3	TEXT CURRENT STAFF					TEXT AMT	484 484
-----		383,833	479,953	529,437	535,970	422,749	537,155
*	PERSONNEL SERVICES						
401-0100-536.31-13	OTHER PROF. SERVICES	51,300	38,952	35,350	35,350	12,195	0
LEVEL 3	TEXT COLLECTION SERVICE FEES- TRANSWORLD SYSTEM, INC MISC RATE MODIFICATION EXPENSE BRINKS DEPOSIT PICK UP SERVICES (NEW SERVICE STARTED IN FY14-\$670*12 MONTHS) GUARDIAN SECURITY MONITORING, MISC MAINTENANCE IF REQUIRED ***** NOTE: ALL BUDGET MOVED TO OBJECT 34-14 *****					TEXT AMT	10,000 10,000 8,040 500 28,540-
401-0100-536.31-16	AUDIT FEE	12,500	12,750	13,500	14,250	13,703	21,450
LEVEL 3	TEXT 39% OF ANNUAL AUDIT FEE OF \$55,000 (THIS HAD BEEN 25% IN PAST YEARS) ----- *THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED ON REVENUE AS FOLLOWS: 44% GENERAL FUND 39% WATER SEWER FUND 10% SOLID WASTE FUND 7% DRAINAGE FUND ----- 100% TOTAL					TEXT AMT	21,450
401-0100-536.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	28,540
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	COLLECTION SERVICE FEES- TRANSWORLD SYSTEM, INC						10,000
	MISC RATE MODIFICATION EXPENSE						10,000
	BRINKS DEPOSIT PICK UP SERVICES						8,040
	(NEW SERVICE STARTED IN FY14-\$670*12 MONTHS)						
	GUARDIAN SECURITY MONITORING, MISC MAINTENANCE						500
	IF REQUIRED						

	NOTE: BUDGET MOVED HERE FROM 31-13						

							28,540
401-0100-536.34-15	TEMP HELP SERVICE FEE	55,155	0	0	0	0	0
401-0100-536.40-00	TRAVEL PER DIEM	0	0	2,000	2,000	0	2,000
LEVEL 3	TEXT					TEXT AMT	
	ATTEND HTE USER GROUP CONFERENCE						2,000
							2,000
401-0100-536.40-10	EMPLOYEE TRAINING	8,608	0	1,300	1,300	85	7,000
LEVEL 3	TEXT					TEXT AMT	
	CUSTOMER SERVICE TRAINING FOR 13 EMPLOYEES						7,000
							7,000
401-0100-536.41-00	COMMUNICATION SERVICES	5,740	4,773	5,040	5,040	4,362	4,800
LEVEL 3	TEXT					TEXT AMT	
	TIME WARNER MONTHLY PHONE CHARGES \$400 PER MONTH						4,800
							4,800
401-0100-536.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	0	0	896	1,500
LEVEL 3	TEXT					TEXT AMT	
	KONICA COPIER LEASE AND COPY CHARGES						1,500
							1,500
401-0100-536.44-13	FLEET CHARGES	6,311	16,397	26,482	26,482	22,068	23,327
LEVEL 3	TEXT					TEXT AMT	
	CREDITRON SCANNING 12 MONTH LEASE PAYMENT						3,156
	(LAST PAYMENT IN 2016 @ \$3,156)						
	INTERACTIVE VOICE RECOGNITION 12 MONTH LEASE PMT						20,171
	(LAST PAYMENT IN 2019 @ \$10,086)						
							23,327
401-0100-536.46-10	GENERAL EQUIP MAINT	21,815	12,611	27,500	18,612	1,422	16,330
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	CREDITRON SCANNING MACHINE HARDWARE MAINTENANCE						830
	MISC SAFE REPAIRS/SERVICES						1,500
	OTHER MISC REPAIRS/DRIVE THRU ETC.						2,000
	INTERACTIVE VOICE RECOGNITION SYSTEM MAINTENANCE						12,000
	(IVR MAINT IS AN ESTIMATE ONLY - PLAN TO IMPLEMENT IN FY16)						16,330
401-0100-536.46-36	SOFTWARE MAINTENANCE	397	373	2,000	14,000	11,929	14,000
LEVEL 3	TEXT MONARCH LICENSE- SINGLE USER W/ 1YR MAINTNANCE (SOFTWARE/LICENSE FOR CSIII) CREDITRON SCANNING MACHINE SOFTWARE MAINTENANCE					TEXT AMT	2,000 12,000 14,000
401-0100-536.47-00	PRINTING AND BINDING	1,836	1,391	41,180	41,180	40,655	41,180
LEVEL 3	TEXT PRINT/PRODUCE UTILITY BILLS - PINNACLE (THIS IS BASED ON \$3200 PER MONTH)(WAS IN 31-13) EXTENSION FORMS - 4,000 AFTER HOURS CONNECT YARD/GARAGE SALE PERMITS - 1,500 ANIMAL LICENSES - 500 ACTUAL ANIMAL DOG/CAT METAL TAG TS - 500 ANIMAL SPECIAL NON-NUTER PERMITS (WILL NOT NEED FOR 2014-WHAT IS ON HAND WILL LAST) PRE-NUMBERED ADJUSTMENT FORMS -10,000 TAGS BLUE 2,000 BUSINESS CARDS					TEXT AMT	39,000 380 200 500 200 150 500 150 100 41,180
401-0100-536.49-02	COMPUTER SOFTWARE	1,602	0	0	0	0	0
401-0100-536.49-04	OTHER CHARGES FOR SERVICE	20,531	20,912	22,000	22,000	21,384	22,300
LEVEL 3	TEXT PONCE INLET BILLING FOR THEIR BILLING BASED ON CPI					TEXT AMT	22,300 22,300
401-0100-536.49-14	FURN & FIXTURE NON-CAP	0	0	0	700	700	0
401-0100-536.49-19	TAXES, LICENSES, AND FEES	0	2,768	4,000	4,000	3,029	159,967
LEVEL 3	TEXT SUNGARD PAYMENT FEES-(CLICK2GOV WEB PAYMENTS) (ORIGINALLY IN 31-13-MVD TO HERE/NOT NEW BUDGET) CREDIT CARD FEES - AMERICAN EXPRESS, DISCOVER,					TEXT AMT	4,000 155,967

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	MERCHANT FEES, ETC. (AVERAGING APPROX. \$13,000/MONTH) ***** NOTE: THE CREDIT CARD FEES, ETC. HAD PREVIOUSLY BEEN CHARGED TO 401-0300-536-49-19 AND ARE BEING MOVED HERE IN FY16. *****						159,967
401-0100-536.49-20	EQUIPMENT-NON CAPITAL	746	5,527	11,700	11,700	3,272	1,600
	LEVEL 3 TEXT CASH RECEIPT PRINTERS- 1 @ \$550 FRONT COUNTER CREDIT CARD MACHINE 1 @ \$150 COMPUTER FOR DUTCH DOOR CSR STATION					TEXT AMT 550 150 900 1,600	
401-0100-536.49-66	TFR TO 506 BLDG MAINT FD	39,060	40,971	37,533	37,533	31,278	32,633
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 31,279 1,354 32,633	
401-0100-536.51-00	OFFICE SUPPLIES	10,103	5,380	7,500	6,050	2,796	6,000
	LEVEL 3 TEXT MISC OFFICE SUPPLIES					TEXT AMT 6,000 6,000	
401-0100-536.52-00	OTHER OPERATING SUPPLIES	3,389	7,971	4,000	4,000	3,587	4,000
	LEVEL 3 TEXT PRINTER INK & TONER AND MISCELLANEOUS ITEMS					TEXT AMT 4,000 4,000	
401-0100-536.52-15	POSTAL SERVICE	118,134	138,845	142,800	142,800	138,698	146,500
	LEVEL 3 TEXT PINNACLE SERVICES- \$11,300*12 MONTHS BULK MAIL PERMIT LOCK BOX/PO BOX FEE FED EX/CERTIFIED MAILING/POSTAGE MACHINE *INCREASE FOR POSTAGE DUE TO RATE INCREASE ON 5/31/15 PER PINNACLE FOR AUTOMATION LETTERS. (360,000 PIECES TIMES \$0.01) (LP 6-8-15)					TEXT AMT 135,600 200 500 6,600 3,600	146,500

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0100-536.54-01	BOOKS & SUBSCRIPTIONS	0	134	0	0	0	0
*	OPERATING EXPENSE	357,227	309,755	383,885	386,997	312,059	533,127
401-0100-536.63-99	FIXED ASSET TRANSFERS	0	0	0	0	10,332-	0
401-0100-536.64-00	MACH & EQUIPMENT	0	0	0	15,000	10,332	0
*	CAPITAL OUTLAY	0	0	0	15,000	0	0
**	CUSTOMER SERVICE	741,060	789,708	913,322	937,967	734,808	1,070,282
***	CUSTOMER SERVICE	741,060	789,708	913,322	937,967	734,808	1,070,282

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0200-533.12-00	WATER PRODUCTION 1987 BOND PROJECTS SALARIES & WAGES	584,275	613,569	621,414	621,414	543,559	658,150
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					618,483	
	BOOT ALLOWANCE					2,145	
	SICK LEAVE BUY BACK/ACCRUAL PAYOUTS					12,308	
	RECLASSIFY PLANT OPERATOR TO PLANT MANAGER					3,483	
	RECLASSIFY SHIFT SUPERVISOR TO ASST PLANT MGR					2,981	
	3.0% WAGE INCREASE					18,750	
						658,150	
401-0200-533.12-11	COMPENSATED ABSENCE	4,070	1,206-	0	0	0	0
401-0200-533.14-00	OVERTIME	43,771	64,092	50,000	50,000	50,562	50,000
	LEVEL 3						
	TEXT					TEXT AMT	
	HOLIDAY COVERAGE AND EMERGENCIES					50,000	
						50,000	
401-0200-533.14-20	CAPITAL OVERTIME OFFSET	3,805-	0	0	0	0	0
401-0200-533.15-10	CERTIFICATION/LICENSES	2,207	482	2,100	2,100	1,183	2,100
	LEVEL 3						
	TEXT					TEXT AMT	
	STATE CERTIFICATIONS AND CDL RENEWAL					2,100	
						2,100	
401-0200-533.21-00	FICA TAXES	45,776	48,652	51,372	51,372	43,017	54,179
	LEVEL 3						
	TEXT					TEXT AMT	
	PRELIMINARY BUDGET					47,485	
	OVERTIME					3,825	
	SICK LEAVE BUY BACK/ACCRUAL PAYOUTS					942	
	RECLASSIFY PLANT OPERATOR TO PLANT MANAGER					267	
	RECLASSIFY SHIFT SUPERVISOR TO ASST PLANT MGR					229	
	3.0% WAGE INCREASE					1,431	
						54,179	
401-0200-533.22-00	RETIREMENT CONTRIBUTIONS	80,178	73,596	75,118	75,118	62,837	80,654
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					80,472	
	RECLASSIFY PLANT OPERATOR TO PLANT MANAGER					453	
	RECLASSIFY SHIFT SUPERVISOR TO ASST PLANT MGR					469	
	3.0% WAGE INCREASE					1,493	
	PER ADDL REVIEW (RK 0902515)					2,233-	
						80,654	

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0200-533.23-00	HEALTH INSURANCE	73,092	76,286	80,352	80,352	67,557	84,735
	LEVEL 3 TEXT					TEXT AMT	
						HEALTH	77,610
						DENTAL	5,122
						LIFE	1,945
						3.0% INCREASE ON LIFE	58
							84,735
401-0200-533.24-00	WORKER'S COMPENSATION	9,624	10,016	10,418	10,418	10,036	10,491
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT STAFF INC RECLASS	9,465
						OVERTIME	748
						3.0% WAGE INCREASE	278
							10,491
401-0200-533.26-00	EAP BENEFIT	479	483	484	484	421	484
*	PERSONNEL SERVICES	839,667	885,970	891,258	891,258	779,172	940,793
401-0200-533.31-13	OTHER PROF. SERVICES	29,340	7,672	34,500	49,470	47,811	38,700
	LEVEL 3 TEXT					TEXT AMT	
						METER CALIBRATIONS	5,000
						CL17 & TURBIDIMETER SERVICE CONTRACTS (TOTAL OF 4)	21,400
						APA6000 SERVICE CONTRACTS (TOTAL OF 5)	
						TOTAL FOR ABOVE SERVICES	
						CONTRACT WITH BIOLOGICAL CONSULTING SVC FOR THE	
						FOLLOWING SERVICES (TL \$12,300) :	12,300
						- PORT ORNAGE WELLFIELD CUP	
						- PORT ORANGE RECLAIMED LAKES	
						- DATA LOGGER REFURBISHMENT (7 TOTAL)	
							38,700
401-0200-533.34-11	LANDFILL SERVICES	19,976	33,017	40,000	40,000	40,000	40,000
	LEVEL 3 TEXT					TEXT AMT	
						CURRENT CONTRACT WITH SET MATERIALS, IF WE LOOSE	40,000
						THIS AGREEMENT, IT WILL COST OVER \$400,000 TO USE	
						THE COUNTY.	
							40,000
401-0200-533.34-20	MOWING CONTRACT SERVICE	0	0	15,000	12,480	12,480	15,000
	LEVEL 3 TEXT					TEXT AMT	
						MOWING CONTRACT ON FILE WITH BRAUNS LAWNS	15,000
						FIVE YEAR AGREEMENT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LOCATIONS INCLUDED ARE: *ENVIRONMENTAL CONTROL (SP CRK RD - OLD WTR TANK) *NORTH BRIGHTON LIFT STATION *WILLIAMSON BOULEVARD WATER TANK *GARNSEY WATER PLANT *WASTEWATER PLANT *WASTEWATER LAB **** NOTE: THIS CONTRACT IS SPLIT BETWEEN THE 0200 & 0400 DIVISIONS. *****						
							15,000
401-0200-533.40-00	TRAVEL PER DIEM	4,244	4,462	7,000	7,000	1,450	7,000
	LEVEL 3 TEXT MANDATORY CERTIFICATIONS (4 PEOPLE @ \$1,500 EA.) CEU REQUIREMENTS - OUT OF TOWN CLASSES					TEXT AMT 6,000 1,000 7,000	
401-0200-533.40-10	EMPLOYEE TRAINING	162	487	1,000	1,000	0	1,000
	LEVEL 3 TEXT LOCAL TRAINING - DAYTONA STATE COLLEGE CLASSES					TEXT AMT 1,000 1,000	
401-0200-533.41-00	COMMUNICATION SERVICES	15,735	15,976	30,000	30,355	12,488	14,965
	LEVEL 3 TEXT STATE OF FLORIDA (\$150/MTH) ANALOG PHONE/FAX LINES AT&T MOBILITY (70/MTH) TIME WARNER (200/MTH) BRIGHHOUSE (ADMIN BY IT) EJ WARD - GPS (ADMIN BY PW)					TEXT AMT 1,800 840 2,400 9,500 425 14,965	
401-0200-533.43-10	ELECTRICAL SERVICES	415,994	544,999	508,000	528,000	465,067	541,000
	LEVEL 3 TEXT DETAIL: WATER PLANT VARIOUS WELLS AND GATES PRICE IS BASED ON A MONTHLY AVERAGE OF \$45,076.47 FOR FY15 EXPENDITURES					TEXT AMT 541,000	
							541,000
401-0200-533.43-12	WATER/SEWER SERVICES	1,628	1,215	1,900	1,900	1,056	1,500
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	UTILITY BILLS FOR THE FOLLOWING LOCATIONS: 4400 WELLFIELD DR - LOCATION ID 24909 5837 TRAILWOOD DRIVE - LOCATION 11147						1,500
							1,500
401-0200-533.43-14	DRAINAGE	1,980	1,980	2,000	2,000	1,815	2,000
LEVEL 3	TEXT DRAINAGE CHARGES FOR THE FOLLOWING LOCATION: *4400 WELLFIELD DR - LOCATION ID 24909 \$165/MO					TEXT AMT	2,000
							2,000
401-0200-533.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	1,000	1,000	0	1,000
LEVEL 3	TEXT EMERGENCY EQUIPMENT RENTAL AS NEEDED					TEXT AMT	1,000
							1,000
401-0200-533.44-14	INVENTORY SHORT/OVER	9,002-	4,096-	0	0	590	0
401-0200-533.45-19	VEHICLE INSURANCE	1,875	1,875	1,576	1,576	1,313	745
LEVEL 3	TEXT VEHICLE INSURANCE					TEXT AMT	745
							745
401-0200-533.46-10	GENERAL EQUIP MAINT	13,185	789	1,000	1,000	300	1,000
LEVEL 3	TEXT LAB EQUIPMENT REPAIR / MAINT					TEXT AMT	1,000
							1,000
401-0200-533.46-11	REGULAR MAINT/INSP EQUIP	1,430	814	3,200	3,200	0	2,000
LEVEL 3	TEXT FIRE EXTINGUISHERS COPY MACHINE PLANT EQUIPMENT SERVICE OTHER ***** *REDUCED PER CM (LP 7-29-15) *****					TEXT AMT	1,700
							400
							500
							600
							1,200-
							2,000
401-0200-533.46-12	VEH MAINT/REPAIR	18,967	19,848	16,344	16,344	16,109	18,500
LEVEL 3	TEXT ORIGINAL REQUEST *INCREASE PER CM (LP 7-29-15)					TEXT AMT	16,344
							2,156

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							18,500
401-0200-533.46-16	BUILDING MAINT	0	0	2,500	2,500	0	1,500
	LEVEL 3 TEXT BUILDING EQUIPMENT REPAIRS I.E. AC/HEAT UNIT *REDUCE PER CM (LP 7-29-15)					TEXT AMT 2,500 1,000- 1,500	
401-0200-533.46-18	CONT MAINT/COMM EQUIP	0	0	1,000	1,000	0	600
	LEVEL 3 TEXT RADIO'S AND VARIOUS COMMUNICATION EQ REPAIRS *REDUCE PER CM (LP 7-29-15)					TEXT AMT 1,000 400- 600	
401-0200-533.49-02	COMPUTER SOFTWARE	0	0	300	300	250	300
401-0200-533.49-19	TAXES, LICENSE, AND FEES	21,000	21,000	21,025	21,025	21,000	21,025
	LEVEL 3 TEXT OPERATING PERMITS					TEXT AMT 21,025 21,025	
401-0200-533.49-20	EQUIPMENT NON-CAPITAL	10,042	21,217	5,000	5,000	3,379	5,000
	LEVEL 3 TEXT REPLACEMENT OF VARIOUS LAB TESTING EQUIPMENT WHICH COSTS BETWEEN \$500 AND \$4,999					TEXT AMT 5,000 5,000	
401-0200-533.51-00	OFFICE SUPPLIES	2,048	2,808	3,000	3,000	423	2,500
	LEVEL 3 TEXT MISC OFFICE SUPPLIES AS NEEDED *REDUCE PER CM (LP 7-29-15)					TEXT AMT 3,000 500- 2,500	
401-0200-533.52-00	OTHER OPERATING SUPPLIES	5,282	16,582	15,000	15,000	5,613	15,000
	LEVEL 3 TEXT VARIOUS LAB TOOLS, HAND TOOLS, AND OTHER NON OFFICE RELATED ITEMS					TEXT AMT 15,000 15,000	
401-0200-533.52-10	GAS, DIESEL, OIL, & GREASE	16,004	17,183	21,000	21,000	10,586	14,350
	LEVEL 3 TEXT EST UNLEADED 940 GALLONS @ \$2.50 PER GALLON					TEXT AMT 2,350	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	EST DIESEL 4,000 GALLONS @ \$3.00 PER GALLON						12,000 14,350
401-0200-533.52-11	JANITORIAL SUPPLIES	1,083	1,906	1,450	2,450	2,030	1,750
	LEVEL 3 TEXT VARIOUS CLEANING SUPPLIES FOR FACILITIES					TEXT AMT	1,750 1,750
401-0200-533.52-12	UNIFORMS	945	1,640	4,000	4,000	190	2,000
	LEVEL 3 TEXT REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR *REDUCE PER CM (LP 7-29-15)					TEXT AMT	4,000 2,000- 2,000
401-0200-533.52-15	POSTAL SERVICE	45	0	0	0	0	0
401-0200-533.52-16	MEDICAL & LAB SUPPLIES	16,857	16,061	20,000	20,000	19,877	25,000
	LEVEL 3 TEXT REQUIRED LAB SUPPLIES, INCREASED IN-HOUSE TESTING INFECTIOUS CONTROL KITS, PURCHAESS OF REAGENTS, INDICATORS & STANDARD CALIBRATION CHEMICALS FOR 5 APA UNITS, 3 CL17'S AND 1 TURBIDIMETER					TEXT AMT	25,000 25,000
401-0200-533.52-18	REP & MAINT SUPPLIES	9,225	8,909	5,000	5,000	1,590	5,000
	LEVEL 3 TEXT PAINT & SUPPLIES TO MAINTAIN WELLFIELD					TEXT AMT	5,000 5,000
401-0200-533.52-19	CHEMICALS	543,739	491,821	645,000	611,754	534,444	555,920
	LEVEL 3 TEXT AIRGAS CARBONIC - LIQ CARBON DIOXIDE CURRENT CONTRACT \$32,250 FOR 150 TONS @\$215/TON NEW BID QTY OF 150 TONS AND VENDOR PRICE INCREASE TO \$268.75 (25%) ALLIED UNIVERSAL - LIQ SODIUM HYPOCHLORITE CURRENT CONTRACT \$106,650 AT 225,000 TONS \$.474/TN NEW BID, QTY CHANGE 200,000 GAL @ PRICE INCREASE TO \$.60 TONS CARMEUSE LIME & STONE - HIGH CALCIUM QUICKLIME CURRENT CONTRACT \$419,760 FOR 2,200 TONS @ 190.80/ NEW BID QTY CHANGE TO 1,800 TONS @ NO PROJECTED PRICE INCREASE HARCROS CHEMICAL - HYDROFLOUSILICIC ACID					TEXT AMT	40,312 120,000 343,440

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	CURRENT CONTRACT \$17,928 FOR 36 TONS @ \$498/TON NEW BID QTY 36 TONS, NO PROJECTED PRICE INCREASE POLYDYNE - ANIONIC POLYMER CURRENT CONTRACT \$14,256 FOR 33 DRUMS @ \$432/DRUM NEW BID QTY TO 20 DRUMS @ NO PRICE PROJECTION DUMONT CO - LIQ AMMONIUM SULFITE CURRENT CONTRACT \$64,000 FOR 40,000 GAL @ \$1.60/GL NEW BID QTY 16,000 GAL @ NO PRICE PRJ INC						17,928 8,640 25,600 555,920
401-0200-533.54-00	DUES & MEMBERSHIPS	545	575	1,500	1,500	560	1,500
	LEVEL 3 TEXT FWPCOA, FRWA, & SEDA MEMBERSHIPS					TEXT AMT	
						1,500 1,500	
401-0200-533.54-01	BOOKS & SUBSCRIPTIONS	65	244	425	425	0	425
*	OPERATING EXPENSE	1,142,394	1,228,984	1,408,720	1,409,279	1,200,421	1,336,280
401-0200-533.63-97	PROJ CAPITAL OUTLAY	88,988	21,063	0	1,905	1,905	0
401-0200-533.63-99	FIXED ASSET TRANSFERS	88,988-	121,833-	0	0	0	0
401-0200-533.64-00	MACH & EQUIPMENT	0	0	5,000	11,759	6,759	5,000
	LEVEL 3 TEXT REPLACEMENT OF LAB EQ					TEXT AMT	
						5,000 5,000	
401-0200-533.64-97	PROFESSIONAL SERVICES	0	100,770	0	92,865	91,719	0
*	CAPITAL OUTLAY	0	0	5,000	106,529	100,383	5,000
401-0200-533.99-02	DEPRECIATION EXPENSE	34,497	33,414	0	0	0	0
*	NON-OPERATING EXPENSE	34,497	33,414	0	0	0	0
**	1987 BOND PROJECTS	2,016,558	2,148,368	2,304,978	2,407,066	2,079,976	2,282,073
***	WATER PRODUCTION	2,016,558	2,148,368	2,304,978	2,407,066	2,079,976	2,282,073

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
BOND PROJECTS							
401-0300-536.22-00	RETIREMENT CONTRIBUTIONS	13,182-	0	0	0	0	0
401-0300-536.26-01	OPEB	0	56,024	0	0	0	0
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*	PERSONNEL SERVICES	13,182-	56,024	0	0	0	0
401-0300-536.31-13	OTHER PROF. SERVICES	61,980	19,685	0	3,265	7,974	0
401-0300-536.31-16	AUDIT FEE	79,938	0	0	0	0	0
401-0300-536.44-13	FLEET CHARGES	0	4,207	4,207	4,207	3,506	4,207
LEVEL 3		TEXT		TEXT		AMT	
		NAVILINE UTILITY IMAGING INTERFACE				4,207	
						4,207	
401-0300-536.46-00	REPAIR & MAINT SERVICES	112	0	0	0	0	0
401-0300-536.49-19	TAXES, LICENSES, AND FEES	150,168	154,323	155,967	155,967	117,200	0
LEVEL 3		TEXT		TEXT		AMT	
		*BUDGET OF \$155,967 MOVE TO CUSTOMER SERVICE					
		ACCOUNT 401-0100-536-49-19. THIS WAS FOR					
		CREDIT CARD FEES AND MERCHANT FEES.					
401-0300-536.49-61	DATA PROCESSING 501	363,683	423,153	412,856	412,856	344,047	410,900
401-0300-536.49-64	INSURANCE 504	273,491	237,820	324,078	324,078	270,065	324,994
401-0300-536.49-90	ADMIN SERVICE FEES	619,140	717,661	681,453	681,453	567,878	668,593
401-0300-536.52-07	OBSOLETE INVENTORY	0	0	0	0	10,666	0
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*	OPERATING EXPENSE	1,548,512	1,556,849	1,578,561	1,581,826	1,321,336	1,408,694
401-0300-536.63-97	PROJ CAPITAL OUTLAY	112,998	15,127	1,115,000	0	0	2,308,000
LEVEL 3		TEXT		TEXT		AMT	
		FY16 CAPITAL PLACEHOLDER - ORIGINAL REQUEST				2,308,000	

		WATER SYS REPLACEMENTS \$250K					
		UTILITY MAPPING \$100K					
		BIOSOLIDS TREATMENT/COMPOST FACILITY \$900K					
		UTILITY COORD & RELOCATION \$25K					
		METER REPLACEMENT PROGRAM \$873K					
		WASTEWATER TREATMENT PLANT CLEANING \$160K					
						2,308,000	
401-0300-536.63-99	FIXED ASSET TRANSFERS	125,218-	21,156-	0	0	0	0
401-0300-536.64-00	MACH & EQUIPMENT	12,220	0	0	0	0	0
-----		-----		-----		-----	
*	CAPITAL OUTLAY	0	6,029-	1,115,000	0	0	2,308,000
401-0300-536.71-11	PRINCIPAL INTERNAL LOANS	0	0	249,753	249,753	0	254,723

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
		BALANCE IN THE 418 SRF DEBT SERVICE FUND				1,574,806	
401-0300-599.96-13 TO 403 W/S R&R FUND		2,400,000	2,400,000	2,400,000	2,400,000	2,000,000	2,400,000
401-0300-599.96-37 TO 421 DEFER CONST RESRV		1,284,200	1,000,000	0	0	0	0
* TRANSFERS		9,862,031	9,749,358	8,749,358	8,749,358	7,291,132	8,659,363
401-0300-536.99-02 DEPRECIATION EXPENSE		5,310,903	5,334,361	0	0	0	0
* NON-OPERATING EXPENSE		5,310,903	5,334,361	0	0	0	0
** BOND PROJECTS		16,869,642	16,876,805	11,721,971	10,610,236	8,619,997	12,635,850

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
INTER FUND TRANSFERS							
401-0301-581.91-25	IN LIEU OF TAX TRANSFER	1,296,612	1,276,118	1,260,543	1,260,543	1,050,453	1,225,404
*	TRANSFERS	1,296,612	1,276,118	1,260,543	1,260,543	1,050,453	1,225,404
**	INTER FUND TRANSFERS	1,296,612	1,276,118	1,260,543	1,260,543	1,050,453	1,225,404
***	NON DEPARTMENTAL	18,166,254	18,152,923	12,982,514	11,870,779	9,670,450	13,861,254

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*WASTEWATER TREATMENT WASTEWATER TREATMENT							
401-0400-535.12-00	SALARIES AND WAGES	536,047	604,460	628,058	628,058	503,624	605,763
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF						564,001
	BOOT ALLOWANCE						2,145
	SICK LEAVE BUY BACK/ACCRUAL PAYOUT						17,048
	RECLASSIFY PLANT OPERATOR TO PLANT MANAGER						3,483
	RECLASSIFY SHIFT SUPERVISOR TO ASST PLANT MGR						2,000
	3.0% WAGE INCREASE						17,086
							605,763
401-0400-535.12-11	COMPENSATED ABSENCE	23,379	26,485-	0	0	0	0
401-0400-535.14-00	OVERTIME	113,656	109,482	84,000	99,103	101,172	84,000
	LEVEL 3						
	TEXT					TEXT	AMT
	HOLIDAYS AND SHIFT COVERAGE						84,000
	EMERGENCY OVERTIME						84,000
401-0400-535.14-20	CAPITAL OVERTIME OFFSET	252-	3,463-	0	0	0	0
401-0400-535.15-10	CERTIFICATION/LICENSES	8,414	647	1,740	1,740	1,277	1,900
	LEVEL 3						
	TEXT					TEXT	AMT
	EMPLOYEE CERTIFICATIONS						1,200
	CDL LICENSE RENEWALS (6)						700
							1,900
401-0400-535.21-00	FICA TAXES	49,210	49,962	54,481	54,481	44,108	52,774
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF INC RECLASS						45,043
	OVERTIME						6,426
	3.0% WAGE INCREASE						1,305
							52,774
401-0400-535.22-00	RETIREMENT CONTRIBUTIONS	72,394	71,353	75,986	75,986	63,329	92,002
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF INC RECLASS						89,322
	3.0% WAGE INCREASE						2,680
							92,002
401-0400-535.23-00	HEALTH INSURANCE	67,164	73,131	80,327	80,327	68,018	84,556
	LEVEL 3						
	TEXT					TEXT	AMT
	HEALTH						77,610

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	DENTAL						5,122
	LIFE						1,774
	3.0% ON LIFE						50
	ALL INCLUDE RECLASS						84,556
401-0400-535.24-00	WORKER'S COMPENSATION	7,713	8,409	8,826	8,826	8,804	9,172
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF INC RECLASS						7,684
	OVERTIME						1,257
	3.0% WAGE INCREASE						231
							9,172
401-0400-535.26-00	EAP BENEFIT	441	463	484	484	415	484
*	PERSONNEL SERVICES	878,166	887,959	933,902	949,005	790,747	930,651
401-0400-535.31-13	OTHER PROF. SERVICES	22,265	21,058	54,300	67,535	61,026	37,300
	LEVEL 3						
	TEXT					TEXT	AMT
	MISC ENGINEERING REQUEST						5,000
	PERMIT MODIFICATION FEES						5,000
	BIOLOGICAL CONSULTING SVC FOR THE						
	FOLLOWING SERVICES (TOTAL \$12,300):						12,300
	PORT ORANGE WELLFIELD CUP						
	PORT ORANGE RECLAIMED LAKES						
	DATA LOGGER REFURBISHMENT (7 TOTAL)						
	(NEW) DEP PERMIT REQUIREMENTS						15,000

	NOTE: \$7K FOR LAKE MGMT AND \$30K FOR HACH EQUIP						
	WARRRANTY PLUS SERVICE CONTRACT WERE MOVED						
	TO 34-14. (LP 7-29-15)						

							37,300
401-0400-535.34-11	LANDFILL SERVICES	356,451	388,794	550,000	550,000	473,779	1,000
	LEVEL 3						
	TEXT					TEXT	AMT
	ADDITIONAL LANDFILL SERVICES						1,000
	CONTRACT ON FILE WITH SHELLEY'S ENVIRONMENTAL						

	NOTE: THE \$550,000 FOR THE SHELLEY'S CONTRACT						
	WAS MOVED TO 34-14. (LP 7-29-15)						

							1,000
401-0400-535.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	634,500

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LEVEL 3 TEXT LAKE MANAGEMENT & INVASIVE PLANT CONTROL HACH EQUIPMENT WARRRANTY PLUS SERVICE CONTRACT *WASTE WATER TREATMENT PLANT HAS ADDED 16 NEW HACH PROBES CONTRACT ON FILE WITH SHELLEY'S ENVIRONMENTAL TETRA FILTER SERVICE CONTRACT CLEANING OF 5 MASTER LIFT STATIONS (TWICE A YR) ***** NOTE: THE FIRST TWO ITEMS WERE MOVED HERE FROM 31-13, THE 3RD ITEM WAS MOVED HERE FROM 34-11 AND THE 4TH & 5TH ITEMS WERE MOVED HERE FROM 46-11. (LP 7-29-15) *****						TEXT AMT 7,500 30,000 550,000 7,000 40,000 634,500
401-0400-535.34-20	MOWING CONTRACT SERVICE	0	0	15,000	12,480	12,480	15,000
	LEVEL 3 TEXT MOWING CONTRACT ON FILE WITH BRAUNS LAWN FIVE YEAR CONTRACT LOCATIONS INCLUDED ARE: *ENVIRONMENTAL CONTROL (SP CRK RD - OLD WTR TANK) *NORTH BRIGHTON LIFT STATION *WILLIAMSON BOULEVARD WATER TANK *GARNSEY WATER PLANT *WASTEWATER PLANT *WASTEWATER LAB ***** NOTE: THIS CONTRACT IS SPLIT BETWEEN THE 0200 & 0400 DIVISIONS. *****						TEXT AMT 15,000 15,000
401-0400-535.40-00	TRAVEL PER DIEM	2,381	9,055	6,800	6,800	1,127	6,800
	LEVEL 3 TEXT CERTIFICATION TRAINING 7 OPERATORS, 5 DAY SHORT SCHOOL 8 ONE DAY EVENTS @ \$125 MISC TRAINING SESSIONS, CEU REQUIREMENTS						TEXT AMT 4,800 1,000 1,000 6,800
401-0400-535.40-10	EMPLOYEE TRAINING	51-	57	2,000	2,000	818	2,000
	LEVEL 3 TEXT LOCAL TRAINING AND CLASSES AT DAYTONA STATE						TEXT AMT 2,000

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0400-535.49-19	TAXES, LICENSE, & FEES	0	13,750	7,100	7,100	7,000	7,500
	LEVEL 3 TEXT OPERATING PERMITS & LICENSES DEP ANNUAL PERMIT					TEXT AMT 7,500 7,500	
401-0400-535.49-20	EQUIPMENT NON-CAPITAL	5,876	8,341	5,000	8,000	6,198	5,000
	LEVEL 3 TEXT REPLACEMENT OF INFLUENT COMPOSITE SAMPLER					TEXT AMT 5,000 5,000	
401-0400-535.51-00	OFFICE SUPPLIES	2,727	3,764	4,000	4,000	2,429	4,000
	LEVEL 3 TEXT VARIOUS OFFICE SUPPLIES AS NEEDED					TEXT AMT 4,000 4,000	
401-0400-535.52-00	OTHER OPERATING SUPPLIES	15,477	31,652	28,000	13,348	7,378	28,000
	LEVEL 3 TEXT OTHER OPERATING SUPPLIES AS FOLLOWS: *PAPER PRODUCTS (TOWELS, TOILET) *DISPOSABLE LATEX GLOVES, RAGS *ANTIBACTERIAL SOAP, HAND SANITIZER *PAINTING PRODUCTS (PAINT,BRUSHES,ROLLERS) *PIPE & PIPE FITTINGS (PVC, 316 STAINLESS STEEL) *FASTENERS 316 STAINLESS STEEL (NUTS, BOLTS, WASHERS,SCREWS) *VALVES (PVC, 316 STAINLESS STEEL) *CHARTS, CHART PENS, HOSES (VARIOUS SIZES) *RUBBER BOOTS, FLASHLIGHTS, BATTERIES *ADHESIVE TAPE (VARIOUS) *OTHER MISC. ITEMS AS NEEDED ***** NOTE: DUE TO EXTREMELY HARSH CONDITIONS AT THE RECLAIMED PLANT, WE PURCHASE LARGE AMOUNTS OF CERTAIN ITEMS. *****					TEXT AMT 28,000	
							28,000
401-0400-535.52-10	GAS, DIESEL, OIL, & GREASE	2,838	1,986	4,425	4,425	925	3,180
	LEVEL 3 TEXT EST UNLEADED 1,200 GALLONS @ \$2.50 PER GALLON EST DIESEL 60 GALLONS @ \$3.00 PER GALLON					TEXT AMT 3,000 180 3,180	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

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401-0400-535.52-11	JANITORIAL SUPPLIES	2,041	2,497	2,000	5,000	4,372	2,500
	LEVEL 3 TEXT VARIOUS CLEANING SUPPLIES					TEXT AMT 2,500 2,500	
401-0400-535.52-12	UNIFORMS	1,934	2,576	4,000	4,208	5,170	3,000
	LEVEL 3 TEXT REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR & JACKETS *REDUCE PER THE CM (LP 7-29-15)					TEXT AMT 4,000 1,000- 3,000	
401-0400-535.52-16	MEDICAL & LAB SUPPLIES	6,410	17,237	20,000	20,000	15,033	20,000
	LEVEL 3 TEXT SAFETY AND LAB TESTING SUPPLIES ADDITIONAL TESTING REQUIRED BY FDEP					TEXT AMT 10,000 10,000 20,000	
401-0400-535.52-18	REP & MAINT SUPPLIES	2,987	2,095	14,000	14,000	4,517	14,000
	LEVEL 3 TEXT ADDITIONAL COST FOR NEW FILTER SYSTEM MAINT					TEXT AMT 14,000 14,000	
401-0400-535.52-19	CHEMICALS	638,037	627,774	820,000	698,560	636,208	770,000
	LEVEL 3 TEXT ALLIED UNIVERSAL - LIQ SODIUM HYPOCHLORITE CURRENT CONTRACT \$205,716 FOR 434,00 GAL @ .474/GA NEW BID QTY 415,000 WITH PRICE TO \$0.60/GAL CEDARCHEM - POLYALUMINUM CURRENT CONTRACT \$97,660 FOR 514,000 LBS @.19/LB NEW BID QTY TO 370,000 LBS @ .19/LB PREMIER MAGNESIA - MAGNESIUM HYDROXIDE CURRENT CONTRACT \$135,000 FOR 54,878 GAL @ \$2.46 ADD NEW FEED LOCATION AT PONCE INLET NEW BID QTY TO 60,000 GAL & PRICE INC TO \$2.52 POLYDYNE - EMULSION POLYMER CURRENT CONTRACT \$45,080 FOR 20 TOTES @\$2,254/TOTE NEW BID, QTY CHG 15 , PROJECTED PRICE \$2,415/ THATCHER CHEMICAL - METHANOL CURRENT CONTRACT \$216,200 FOR 92,000 GAL @ 2.35/GA NEW BID NO QTY CHG 92,000 GALS W/PROJECTED PRICE INCREASE TO \$2.45 GALL					TEXT AMT 249,000 70,300 151,200 36,225 225,400	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	THATCHER CHEMICAL - SODIUM BISULFITE CURRENT CONTRACT \$35,180 FOR 20,000 GAL @ 1.759/GA NEW BID NO QTY INCREASE, NO PROJECTED PRICE INCREASE ADJUSTED UP TO EVEN NUMBER						35,180 2,695 770,000
401-0400-535.54-00	DUES & MEMBERSHIPS	680	305	1,190	1,190	654	1,190
	LEVEL 3 TEXT 13 EMPLOYEES @ \$30.00 EA WPCF & FRWA					TEXT AMT	390 800 1,190
401-0400-535.54-01	BOOKS & SUBSCRIPTIONS	0	365	1,000	1,000	335	1,000
*	OPERATING EXPENSE	1,775,387	1,922,083	2,455,785	2,432,523	2,050,897	2,433,824
401-0400-535.62-00	BUILDINGS AND IMP. TO	0	0	25,000	22,000	0	25,000
	LEVEL 3 TEXT PAINTING OF TWO RECLAIMED STORAGE TANKS					TEXT AMT	25,000 25,000
401-0400-535.63-97	PROJ CAPITAL OUTLAY	266,272	26,575	0	21,396	17,742	0
401-0400-535.63-99	FIXED ASSET TRANSFERS	300,224-	86,366-	0	0	7,949-	0
401-0400-535.64-00	MACH & EQUIPMENT	12,484	59,791	0	33,152	32,611	0
401-0400-536.63-99	FIXED ASSET TRANSFERS	21,469	0	0	0	0	0
*	CAPITAL OUTLAY	1	0	25,000	76,548	42,404	25,000
401-0400-535.99-02	DEPRECIATIN EXPENSE	11,242	8,069	0	0	0	0
*	NON-OPERATING EXPENSE	11,242	8,069	0	0	0	0
**	WASTEWATER TREATMENT	2,664,796	2,818,111	3,414,687	3,458,076	2,884,048	3,389,475
***	*WASTEWATER TREATMENT	2,664,796	2,818,111	3,414,687	3,458,076	2,884,048	3,389,475

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
METER READER METER READER 401-0500-536.12-00	SALARIES AND WAGES	303,217	340,841	369,870	369,870	295,102	348,546
	LEVEL 3		TEXT CURRENT STAFF SICK LEAVE BUYBACK/ACCRUAL APYOUT BOOT ALLOWANCE 3.0% WAGE INCREASE			TEXT AMT 321,459 15,959 1,485 9,643 348,546	
401-0500-536.12-11 401-0500-536.14-00	COMPENSATED ABSENCE OVERTIME	21,068 56,641	27,811- 67,760	0 40,000	0 103,573	0 55,417	0 40,000
	LEVEL 3		TEXT AFTER HOURS CALL OUTS METER REPLACEMENTS & FLEXNET REPLACEMENTS			TEXT AMT 40,000 40,000	
401-0500-536.21-00	FICA TAXES	26,693	27,337	31,360	34,919	25,469	29,729
	LEVEL 3		TEXT CURRENT STAFF OVERTIME SICK LEAVE BUY BACK/ACCRUAL PAYOUT 3.0% WAGE INCREASE			TEXT AMT 24,711 3,060 1,221 737 29,729	
401-0500-536.22-00	RETIREMENT CONTRIBUTIONS	40,992	36,299	40,094	40,094	33,723	46,720
	LEVEL 3		TEXT CURRENT STAFF 3.0% WAGE INCREASE PER ADDL REVIEW (RK 0902515)			TEXT AMT 44,484 1,335 901 46,720	
401-0500-536.23-00	HEALTH INSURANCE	48,446	46,792	61,403	61,403	48,612	64,671
	LEVEL 3		TEXT HEALTH DENTAL LIFE 3.0% ON LIFE			TEXT AMT 59,700 3,940 1,003 28 64,671	
401-0500-536.24-00	WORKER'S COMPENSATION	5,411	5,495	5,668	5,714	5,175	4,591
	LEVEL		TEXT			TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	CURRENT STAFF OVERTIME 3.0% WAGE INCREASE						4,421 36 134 4,591
401-0500-536.26-00	OPEB / EAP BENEFIT	331	332	372	372	323	372
* PERSONNEL SERVICES		502,799	497,045	548,767	615,945	463,821	534,629
401-0500-536.31-13	OTHER PROF. SERVICES	2,206	1,502	500	500	456	0
LEVEL 3	TEXT FLEX NET TECH SUPPORT SL SERCO ANNUAL TECH SUPPORT (NEW FY16) THIS IS TO SUPPORT THE NEW LOGIC SOFTWARE AND ANNUAL TOWER TECH SUPPORT ***** NOTE: MOVED BOTH BUDGET ITEMS TO 34-14 (LP 7-29-15) *****					TEXT AMT	8,500 17,000 25,500-
401-0500-536.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	25,500
LEVEL 3	TEXT *FLEX NET TECH SUPPORT *SL SERCO ANNUAL TECH SUPPORT (NEW IN FY16) THIS IS TO SUPPORT THE NEW LOGIC SOFTWARE AND ANNUAL TOWER TECH SUPPORT ***** NOTE: THESE ITEMS WERE MOVED HERE FROM 31-13 (LP 7-29-15) *****					TEXT AMT	8,500 17,000 25,500
401-0500-536.34-15	TEMP HELP SERVICE FEE	5,087	0	0	0	0	0
401-0500-536.40-00	TRAVEL PER DIEM	0	0	500	500	0	2,000
LEVEL 3	TEXT SENSUS USER CONFERENCE					TEXT AMT	2,000 2,000
401-0500-536.40-10	EMPLOYEE TRAINING	0	3,130	2,500	2,500	0	3,000
LEVEL 3	TEXT LOCAL SCHOOL & IN HOUSE TRAINING / CPR CERTIFICATIONS TRAINING / CEU'S OSHA SAFETY & CERTIFICATIONS					TEXT AMT	500 1,000 1,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	CLASSES AT DAYTONA STATE (\$85.00/EA)						500 3,000
401-0500-536.41-00	COMMUNICATION SERVICES	7,433	9,062	9,000	9,568	4,655	5,300
	LEVEL 3 TEXT AT&T MOBILITY (CELL PHONES & AIR CARDS) \$350/MTH EJ WARD (GPS) \$66.67/MTH TIME WARNER (\$25.00 MTH)					TEXT AMT 4,200 800 300 5,300	
401-0500-536.45-19	VEHICLE INSURANCE	3,750	3,375	3,546	3,546	2,955	3,353
	LEVEL 3 TEXT VEHICLE INSURANCE					TEXT AMT 3,353 3,353	
401-0500-536.46-10	GENERAL EQUIP MAINT	1,676	7,669	13,500	16,000	9,082	5,000
	LEVEL 3 TEXT REPAIR TO METER READING DEVICES					TEXT AMT 5,000 5,000	
401-0500-536.46-11	REGULAR MAINT/INSP EQUIP	143	41	20,250	5,250	0	27,000
	LEVEL 3 TEXT ALARM SYSTEM - FIRE AND SECURITY METER TESTING - LARGE AND SMALL METERS (ANNUAL)					TEXT AMT 2,000 25,000 27,000	
401-0500-536.46-12	VEH MAINT/REPAIR	25,031	19,620	22,906	22,906	21,916	23,000
	LEVEL 3 TEXT REPAIRS AND MAINTENANCE AS NEEDED ON VEHICLES AND EQUIPMENT					TEXT AMT 23,000 23,000	
401-0500-536.46-18	CONT MAINT/COMM EQUIP	278	3,659	500	500	402	500
	LEVEL 3 TEXT RADIO / CELL PHONE REPAIRS & MAINTENANCE					TEXT AMT 500 500	
401-0500-536.47-00	PRINTING AND BINDING	0	0	0	0	420	0
401-0500-536.49-02	COMPUTER SOFTWARE	0	0	0	11,000	10,516	0
401-0500-536.49-20	EQUIPMENT-NON CAPITAL	0	4,795	5,000	11,000	6,000	5,000
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

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3	REPLACEMENT OF AGING NON-CAPITAL EQUIPMENT REPLACEMENT OF 2 HAND HELD PROGRAMMERS (\$2500 EA)						5,000 5,000
401-0500-536.49-31	NON-CAP RPLMT MTR INSTALL	0	0	0	0	0	20,000
LEVEL 3	TEXT REPLACEMENT OF NON CAPITAL METERS ***** NOTE: THIS \$20K WAS MOVED HERE FROM 55-31 (LP 7-29-15) *****					TEXT AMT 20,000	20,000
401-0500-536.49-66	TFR TO 506 BLDG MAINT FD	9,888	10,257	9,596	9,596	7,997	8,655
LEVEL 3	TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 8,394 261 8,655	
401-0500-536.51-00	OFFICE SUPPLIES	1,451	5,285	1,500	7,500	3,945	3,000
LEVEL 3	TEXT PURCHASE OF VARIOUS OFFICE SUPPLIES INCLUDING GREEN BAR PAPER FOR READINGS					TEXT AMT 3,000	3,000
401-0500-536.52-00	OTHER OPERATING SUPPLIES	15,305	16,397	7,500	6,500	7,280	7,500
LEVEL 3	TEXT VARIOUS OPERATING SUPPLIES OTHER THAN OFFICE					TEXT AMT 7,500 7,500	
401-0500-536.52-10	GAS, DIESEL, OIL, & GREASE	23,624	22,652	23,450	23,450	15,017	16,750
LEVEL 3	TEXT EST UNLEADED 6,700 GALLONS @ \$2.50 PER GALLON					TEXT AMT 16,750 16,750	
401-0500-536.52-12	UNIFORMS	1,127	1,381	2,000	2,219	1,448	2,000
LEVEL 3	TEXT REPLACEMENT OF UNIFORMS, RUBBER BOOTS, RAIN GEAR					TEXT AMT 2,000 2,000	
401-0500-536.52-15	POSTAL SERVICE	16	273	500	500	50	300
LEVEL	TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
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3	REQUIRED TO MAIL METER READING DEVICES TO VENDOR FOR REPAIR *REDUCE PER CM (LP 7-29-15)						500 200- 300
401-0500-536.52-18	REP & MAINT SUPPLIES	0	0	10,000	10,000	8,012	10,000
LEVEL 3	TEXT VARIOUS REPAIR & MAINT SUPPLIES FOR METERS / LIDS					TEXT AMT 10,000 10,000	
401-0500-536.54-00	DUES & MEMBERSHIPS	0	0	100	100	0	100
LEVEL 3	TEXT MEMBERSHIP FOR FWPCOA					TEXT AMT 100 100	
401-0500-536.55-31	NON-CAP RPLC MTR INSTALLS	32,464	0	0	19,000	2,605	0
LEVEL 3	TEXT REPLACEMENT OF NON CAPITAL METERS ***** NOTE: THIS BUDGET HAS BEEN MOVED TO 49-31 (LP 7-29-15) *****					TEXT AMT 20,000 20,000-	
* OPERATING EXPENSE		129,479	109,098	132,848	162,135	102,756	167,958
401-0500-536.64-00	MACH & EQUIPMENT	0	0	6,500	9,000	0	0
401-0500-536.64-15	ADP EQUIPMENT	0	0	0	5,000	5,000	0
* CAPITAL OUTLAY		0	0	6,500	14,000	5,000	0
** METER READER		632,278	606,143	688,115	792,080	571,577	702,587
*** METER READER		632,278	606,143	688,115	792,080	571,577	702,587

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W/S MAINTENANCE W/S MAINT. DIVISION							
401-0600-536.12-00	SALARIES AND WAGES	566,445	536,744	620,537	534,537	455,946	588,802
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	550,205
						BOOT ALLOWANCE	2,145
						3.0% WAGE INCREASE	16,505
						SICK LEAVE BUY BACK/ACCRUAL PAYOUT	19,947
							588,802
401-0600-536.12-11	COMPENSATED ABSENCE	363-	21,832-	0	0	0	0
401-0600-536.12-20	CAPITAL LABOR OFFSET	193-	0	0	0	0	0
401-0600-536.14-00	OVERTIME	55,324	62,149	44,000	45,393	47,116	44,000
	LEVEL 3					TEXT AMT	
						CALL OUTS, HOLIDAY, AND EMERGENCIES	44,000
							44,000
401-0600-536.14-20	CAPITAL LABOR OT OFFSET	13,747-	327-	0	0	0	0
401-0600-536.15-10	CERTIFICATION/LICENSES	1,000	625	1,200	1,200	475	1,200
	LEVEL 3					TEXT AMT	
						REQUIRED ANNUAL DEP LICENSE RENEWALS	1,200
							1,200
401-0600-536.21-00	FICA TAXES	42,846	39,526	50,846	50,846	34,780	48,417
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	42,263
						OVERTIME	3,366
						SICK LEAVE BUY BACK/ACCRUAL PAYOUTS	1,526
						3.0% WAGE INCREASE	1,262
							48,417
401-0600-536.22-00	RETIREMENT CONTRIBUTIONS	78,321	66,444	74,151	74,151	56,715	78,323
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	78,414
						3.0% WAGE INCREASE	2,349
						PER ADDL REVIEW (RK 0902515)	2,440-
							78,323
401-0600-536.23-00	HEALTH INSURANCE	83,030	81,476	92,399	92,399	73,251	97,223
	LEVEL 3					TEXT AMT	
						HEALTH	89,550
						DENTAL	5,910

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	LIFE 3.0% ON LIFE						1,714 49 97,223
401-0600-536.24-00	WORKER'S COMPENSATION	9,203	8,690	10,144	10,144	8,627	7,724
	LEVEL 3 TEXT CURRENT STAFF OVERTIME 3.0% WAGE INCREASE					TEXT AMT	7,461 39 224 7,724
401-0600-536.26-00	OPEB / EAP BENEFIT	546	517	558	558	443	558
* PERSONNEL SERVICES		822,412	774,012	893,835	809,228	677,353	866,247
401-0600-536.31-13	OTHER PROF. SERVICES	111	0	0	0	0	0
401-0600-536.34-14	CONTRACT SERVICES OTHER	1,397	2,462	700	1,700	931	200,000
	LEVEL 3 TEXT PONCE INLET WATER BILLS 4356 SO PENINSULA DRIVE (\$20.00/MTH) 4639 SO ATLANTIC AVENUE (\$20.00/MTH) 4668 S PENINSULA - MASTER LIFT STATION THIS BILL HAS INCREASED TO \$80/MTH AVG ***** NOTE: THIS BUDGET WAS MOVED TO 43-12 (LP 7-29-15) ***** ***** VENDOR CONTRACTS W/EXTENSIONS AS FOLLOWS: ALTTECH/DIGITAL (UP TO \$25,000) BARNEY'S PUMPS (UP TO \$50,000) CARL ERIC JOHNSON (UP TO \$25,000) ECONOMY ELECTRIC (UP TO \$25,000) EUTECK SYSTEMS (UP TO \$25,000) FLUID CONTROLS (UP TO \$25,000) GRAINGER (UP TO \$800,000 CITY WIDE) KELLER-ANGELILLIS (UP TO \$25,000) MKI (UP TO \$25,000) SANDERS COMPANY (UP TO \$25,000) WATER RESOURCE TECH (UP TO \$25,000) WATER TREATMENT & CONTROLS (UP TO \$25,000) WESTECH ENGINEERING INC (UP TO \$25,000) *REDUCED PER THE CM (LP 7-30-15) ***** NOTE: ALL OF THESE CONTRACTS WERE MOVED HERE FROM OBJECT 52-18 (LP 8-31-15)					TEXT AMT	240 240 960 1,440- 10,000 25,000 25,000 25,000 10,000 10,000 25,000 10,000 10,000 25,000 10,000 10,000 10,000 5,000-

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							200,000
401-0600-536.34-20	MOWING CONTRACT SERVICE	37,000	33,108	28,000	34,495	26,247	26,250
	LEVEL 3						
	TEXT					TEXT	AMT
	KB LAWN - LIFT ST MOWING CONTRACT						18,000
	TIF-JEN LAWN - CONTRACT TO MOW WAREHOUSE/FIELD OPS						8,250
							26,250
401-0600-536.40-00	TRAVEL PER DIEM	2,149	80	500	500	0	9,000
	LEVEL 3						
	TEXT					TEXT	AMT
	SAFETY TRAINING, CPR, FIRST AIDE, OSHA TRAINING						
	5 DAY SHORT SCHOOLS						500
	CERTIFICATION TRAINING						500
	5 THREE DAY EVENTS @ \$1500						7,500
	TRAINING FOR STATE LICENSES						500
							9,000
401-0600-536.40-10	EMPLOYEE TRAINING	0	484	9,000	9,000	6,090	1,500
	LEVEL 3						
	TEXT					TEXT	AMT
	SEMINARS, CONFERENCES, CERTIFICATION TRAINING						500
	5 DAY SHORT SCHOOLS						500
	5 - 3 DAY EVENTS						500
							1,500
401-0600-536.41-00	COMMUNICATION SERVICES	5,324	9,623	5,200	5,981	6,457	6,708
	LEVEL 3						
	TEXT					TEXT	AMT
	AT&T MOBILITY CELL PHONES AND AIR CARDS						5,532
	AVERAGE OF \$461/MTH)						
	EJ WARD GPS (AVG \$80/MTH)						960
	ST OF FLORIDA (AVG \$18/MTH)						216
							6,708
401-0600-536.43-12	WATER/SEWER SERVICES	0	0	0	0	0	1,440
	LEVEL 3						
	TEXT					TEXT	AMT
	PONCE INLET WATER BILLS:						
	4356 SO PENINSULA DRIVE (\$20.00/MTH)						240
	4639 SO ATLANTIC AVENUE (\$20.00/MTH)						240
	4668 S PENINSULA - MASTER LIFT STATION						960
	THIS BILL HAS INCREASED TO \$80/MTH AVG						

	NOTE: THIS BUDGET WAS MOVED HERE FROM 34-14						
	(LP 7-29-15)						

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3	MISC BUILDING REPAIRS AND UPGRADES AS NEEDED *REDUCE PER THE CM (LP 7-29-15)						4,000 1,000- 3,000
401-0600-536.46-18	CONT MAINT/COMM EQUIP	3,041	466	3,800	3,800	0	3,000
LEVEL 3	TEXT REPLACE/REPAIR PHONES AND RADIO'S *REDUCE PER THE CM (LP 7-29-15)					TEXT AMT	3,800 800- 3,000
401-0600-536.46-36	SOFTWARE MAINTENANCE	0	0	0	0	0	2,500
LEVEL 3	TEXT MAINTENANCE SOFTWARE UPDATES ***** NOTE: THIS WAS MOVED HERE FROM 49-02 (LP 7-30-15) *****					TEXT AMT	2,500 2,500
401-0600-536.47-00	PRINTING AND BINDING	0	24	0	0	0	0
401-0600-536.49-02	COMPUTER SOFTWARE	0	0	2,500	2,500	0	0
LEVEL 3	TEXT MAINTENANCE SOFTWARE UPDATES ***** NOTE: MOVED TO 46-36 (LP 7-30-15) *****					TEXT AMT	2,500 2,500-
401-0600-536.49-16	COMPUTER HARDWARE	2,594	0	0	0	0	0
401-0600-536.49-20	EQUIPMENT-NON CAPITAL	11,222	15,038	10,000	17,620	7,620	10,000
LEVEL 3	TEXT REPLACEMENT OF NON CAPITAL EQUIPMENT *WELDERS *AIR COMPRESSOR *SHOP TOOLS					TEXT AMT	10,000 10,000
401-0600-536.51-00	OFFICE SUPPLIES	803	1,046	2,500	2,500	1,550	1,500
LEVEL 3	TEXT MISC OFFICE SUPPLIES FOR MAINTENANCE REDUCE PER THE CM (LP 7-30-15)					TEXT AMT	2,500 1,000- 1,500

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0600-536.52-00	OTHER OPERATING SUPPLIES	8,484	11,836	10,000	10,000	6,877	10,000
	LEVEL 3 TEXT VARIOUS NON OFFICE OPERATING SUPPLIES					TEXT AMT 10,000 10,000	
401-0600-536.52-10	GAS, DIESEL, OIL, & GREASE	65,335	71,479	67,813	67,813	62,811	72,000
	LEVEL 3 TEXT EST UNLEADED 3,100 GALLONS @ \$2.50 PER GALLON FUEL FOR EMERGENCY GENERATOR TANKS @ RWP, WTP WELLFIELDS HR LEWIS (UP TO \$25,000) LUBRICATIONS NEW EMERGENCY GENERATOR AT LAB EST DIESEL 5,300 GALLONS @ \$3.00 PER GALLON *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT 7,750 40,000 10,000 2,000 15,900 3,650- 72,000	
401-0600-536.52-11	JANITORIAL SUPPLIES	983	250	1,600	1,600	1,322	1,600
	LEVEL 3 TEXT VARIOUS SUPPLIES FOR CLEANING MAINTENANCE SHOP AND VARIOUS OTHER LOCATIONS REDUCE PER THE CM (LP 7-30-15)					TEXT AMT 2,400 800- 1,600	
401-0600-536.52-12	UNIFORMS	3,584	2,130	3,100	5,463	5,549	4,000
	LEVEL 3 TEXT REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR					TEXT AMT 4,000 4,000	
401-0600-536.52-15	POSTAL SERVICE	222	0	0	0	0	0
401-0600-536.52-18	REP & MAINT SUPPLIES	184,623	210,174	200,000	225,000	209,723	35,000
	LEVEL 3 TEXT IN HOUSE REPAIR & MAINTENANCE SUPPLIES/PARTS NOT COVERED UNDER WARRANTIES OR CONTRACTS ***** NOTE: THE \$200K IN CONTRACTS WAS MOVED TO OBJECT 34-14 CONTRACTS SRVCS OTHER (LP 8-31-15) *****					TEXT AMT 35,000 35,000	
401-0600-536.52-19	CHEMICALS	0	0	3,000	2,500	161	2,000
	LEVEL 3 TEXT DE-GREASER DEODORANT BIO-AUGMENTATION					TEXT AMT 3,000	

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	*REDUCED PER THE CM (LP 7-30-15)						1,000- 2,000
401-0600-536.54-00	DUES & MEMBERSHIPS	90	60	350	850	180	350
*	OPERATING EXPENSE	621,820	551,866	688,247	712,914	606,904	736,424
401-0600-536.63-99	FIXED ASSET TRANSFERS	0	0	0	0	21,695-	0
401-0600-536.64-00	MACH & EQUIPMENT	0	0	0	28,300	22,535	25,000
LEVEL 3	TEXT MISCELLANEOUS EQUIPMENT & MACHINERY AS NEEDED THAT EXCEEDS THE \$5,000 CAPITAL THRESHOLD *PORTABLE AIR COMPRESSOR *HYDRAULIC ROOT CUTTER *PIPE CUTTER *LATERAL CAMERA *SAN SEWER TV TRACTOR ***** NOTE: PREVIOUSLY, THIS WAS BUDGETED THROUGH THE CIP PROCESS. *****					TEXT AMT 25,000	
							25,000
*	CAPITAL OUTLAY	0	0	0	28,300	840	25,000
401-0600-536.99-02	DEPRECIATION EXPENSE	2,101	2,101	0	0	0	0
*	NON-OPERATING EXPENSE	2,101	2,101	0	0	0	0
**	W/S MAINT. DIVISION	1,446,333	1,327,979	1,582,082	1,550,442	1,285,097	1,627,671
***	W/S MAINTENANCE	1,446,333	1,327,979	1,582,082	1,550,442	1,285,097	1,627,671

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0800-536.12-00	W/S DISTRIBUTION WATER DISTRIBUTION SALARIES AND WAGES	560,810	544,811	666,928	624,928	476,978	701,950
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					650,947	
	BOOT ALLOWANCE					3,701	
	SICK LEAVE BUY BACK/ACCRUAL PAYOUT					17,032	
	RECLASS FOREMAN TO SUPERVISOR					1,624	
	RECLASS FOREMAN TO ASST FIELD OPS MGR					9,069	
	3.0% WAGE INCREASE					19,577	
						701,950	
401-0800-536.12-11	COMPENSATED ABSENCE	16,987-	15,763	0	0	0	0
401-0800-536.14-00	OVERTIME	55,985	81,554	50,000	175,359	98,327	50,000
	LEVEL 3						
	TEXT					TEXT AMT	
	CALL OUT, METER REPLACEMENTS, AND EMERGENCIES					50,000	
						50,000	
401-0800-536.14-20	CAPITAL LABOR OT OFFSET	4,293-	0	0	0	0	0
401-0800-536.15-10	CERTIFICATION/LICENSES	1,082	500	1,700	1,700	800	1,700
	LEVEL 3						
	TEXT					TEXT AMT	
	BACKFLOW, CDL RENEWALS AND DISTRIBUTION LICENSES					1,700	
						1,700	
401-0800-536.21-00	FICA TAXES	43,086	45,948	54,857	61,974	41,325	57,535
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF INC RECLASS					52,216	
	OVERTIME					3,826	
	3.0% WAGE INCREASE					1,493	
						57,535	
401-0800-536.22-00	RETIREMENT CONTRIBUTIONS	86,186	64,542	80,545	80,545	58,419	104,020
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF INC RECLASS					101,031	
	3.0% WAGE INCREASE					2,989	
						104,020	
401-0800-536.23-00	HEALTH INSURANCE	93,587	100,338	128,779	128,779	87,954	135,769
	LEVEL 3						
	TEXT					TEXT AMT	
	HEALTH					125,370	
	DENTAL					8,274	
	LIFE					2,061	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3.0% WAGE INCREASE ON LIFE						64 135,769
401-0800-536.24-00	WORKER'S COMPENSATION	8,066	7,882	9,821	9,914	8,727	10,208
	LEVEL 3 TEXT CURRENT STAFF INC RECLASS OVERTIME 3.0% WAGE INCREASE					TEXT AMT	9,191 749 268 10,208
401-0800-536.25-00	UEMPLOYMENT COMP	550	4,675	0	0	0	0
401-0800-536.26-00	OPEB / EAP BENEFIT	646	648	781	781	558	781
	LEVEL 3 TEXT CURRENT STAFF					TEXT AMT	781 781
* PERSONNEL SERVICES		828,718	866,661	993,411	1,083,980	773,088	1,061,963
401-0800-536.31-13	OTHER PROF. SERVICES	131,972	109,379	145,000	170,432	166,685	0
	LEVEL 3 TEXT INFRAMAP ANNUAL SUPPORT (NEW) SUNSHINE 1 CALL (REQUIRED BY LAW) *NOTE: RESIDENTIAL BACKFLOW CERTIFICATIONS FUND HAS BEEN MOVED TO 34-14 (OTHER CONTR SVC) ***** NOTE: MOVED THE INFRAMAP ANNUAL SOFTWARE SUPPORT TO OBJECT 46-36 MOVED THE SUNSHINE 1 CALL TO 34-14 (LP 7-30-15) *****					TEXT AMT	10,000 5,000 10,000- 5,000-
401-0800-536.34-14	CONTRACT SERVICES OTHER	0	23,700	15,000	0	0	160,000
	LEVEL 3 TEXT ANNUAL BID FOR CLEANING LIFTSTATIONS AARONS BACKFLOW SERVICE (CONTRACT UP TO \$130,000) BACKFLOW CERTIFICATIONS WAS MOVED OUT OF THE 31-13 (PROF SVC) ACCT TO THIS ACCT SUNSHINE 1 CALL (REQUIRED BY LAW) ***** NOTE: MOVED THE \$5K FOR SUNSHINE 1 CALL TO THIS ACCT FROM 31-13 (LP 7-30-15) *****					TEXT AMT	25,000 130,000 5,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							160,000
401-0800-536.40-00	TRAVEL PER DIEM	1,000	1,341	5,500	5,500	512	15,100
	LEVEL 3 TEXT					TEXT AMT	
							10,500
							2,400
							2,200
							15,100
401-0800-536.40-10	EMPLOYEE TRAINING	85	259	3,750	3,750	3,199	6,000
	LEVEL 3 TEXT					TEXT AMT	
							6,000
							6,000
401-0800-536.41-00	COMMUNICATION SERVICES	8,952	10,245	8,500	9,779	6,211	6,100
	LEVEL 3 TEXT					TEXT AMT	
							3,600
							2,500
							6,100
401-0800-536.44-10	EQUIP/OTHER RENTAL/LEASE	374	1,763	1,000	1,000	996	1,000
	LEVEL 3 TEXT					TEXT AMT	
							1,000
							1,000
401-0800-536.45-19	VEHICLE INSURANCE	7,875	9,000	6,698	6,698	5,582	6,334
401-0800-536.46-10	GENERAL EQUIP MAINT	6,092	975	10,500	10,500	7,104	10,500
	LEVEL 3 TEXT					TEXT AMT	
							1,000
							5,000
							4,500
							10,500
401-0800-536.46-11	REGULAR MAINT/INSP EQUIP	231	116	1,500	1,500	99	1,000
	LEVEL 3 TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	REPLACEMENT OF AGING NON CAPITAL EQUIPMENT CONCRETE SAWS BLOWERS PUMPS ROOT CUTTER						5,000
							5,000
401-0800-536.49-33	NON-CAP NEW MTR INSTALLS	0	0	0	0	0	100,000
LEVEL 3	TEXT NON CAPITAL NEW METER INSTALLATIONS, NEW SERVICES - 3 NEW SUB-DIVISIONS LAST PHASE OF WATERSEDGE WOODHAVEN BROWNS LANDING ***** NOTE: THIS \$100K BUDGET WAS MOVED HERE FROM 55-32 (LP 7-30-15) *****					TEXT AMT 100,000	
							100,000
401-0800-536.51-00	OFFICE SUPPLIES	2,107	396	3,000	3,000	351	2,000
LEVEL 3	TEXT DISTRIBUTION CREW COLLECTIONS CREW *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT 1,500 1,500 1,000- 2,000	
401-0800-536.52-00	OTHER OPERATING SUPPLIES	45,105	54,164	58,000	58,000	50,638	58,000
LEVEL 3	TEXT RESTORATION SUPPLIES (SOD, FILL DIRT, CONCRETE) BACKFLOW PARTS AND SUPPLIES VALVE INSERTIONS & LINE STOPS, AND SUPPLIES FOR LATERAL REPAIRS (2 @ \$5500) VARIOUS DISTRIBUTION AND COLLECTIONS SUPPLIES OTHER THAN OFFICE					TEXT AMT 40,000 2,000 11,000 5,000	
							58,000
401-0800-536.52-10	GAS, DIESEL, OIL, & GREASE	42,950	39,575	43,075	43,075	23,503	32,650
LEVEL 3	TEXT EST UNLEADED 3,100 GALLONS @ \$2.50 PER GALLON EST DIESEL 8,300 GALLONS @ \$3.00 PER GALLON					TEXT AMT 7,750 24,900 32,650	
401-0800-536.52-11	JANITORIAL SUPPLIES	2,304	2,106	2,500	2,500	2,208	2,500

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0800-536.52-12	UNIFORMS	3,676	4,077	6,000	6,933	5,593	6,000
401-0800-536.52-18	REP & MAINT SUPPLIES	71,857	119,952	60,000	75,000	69,272	75,000
401-0800-536.53-00	ROAD MATERIAL & SUPPLY	23,926	19,260	25,000	26,190	22,191	30,000
401-0800-536.54-00	DUES & MEMBERSHIPS	350	0	450	450	360	450
401-0800-536.54-01	BOOKS & SUBSCRIPTIONS	137,913	133,733	250	250	0	350
401-0800-536.55-31	NON-CAP RPLC MTR INSTALLS	0	0	0	52,000	40,909	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LAST PHASE OF WATERSEDGE WOODHAVEN BROWNS LANDING ***** NOTE: THIS \$100K BUDGET HAS BEEN MOVED TO OBJECT 49-33 (LP 7-30-15) *****						100,000-
* OPERATING EXPENSE		560,644	577,239	454,723	1,427,115	1,320,287	627,284
401-0800-536.63-97	PROJ CAPITAL OUTLAY	1,719	0	0	43,000	0	0
401-0800-536.63-99	FIXED ASSET TRANSFERS	52,466-	0	0	0	12,845-	0
401-0800-536.64-00	MACH & EQUIPMENT	17,129	0	10,000	20,000	12,845	10,000
	LEVEL 3 TEXT REPLACEMENT OF EQUIPMENT NOT COVERED BY ANY MAINTENANCE AGREEMENT *MAN HOLE GAS DETECTION DEVICES *ROOT CUTTER, SOIL COMPACTOR					TEXT AMT 10,000	
							10,000
401-0800-536.64-15	ADP EQUIPMENT	0	0	0	28,200	28,189	0
401-0800-536.64-31	CAP NEW METER INSTALLS	0	0	0	0	0	50,000
	LEVEL 3 TEXT REPLACEMENT OF LARGE METERS (COST OVER \$5000 EA) --- REPLACEMENT OF MASTER METERS AT TANGLEWOOD MAPLEWOOD TREASURE ISLE ***** NOTE: THIS \$50K WAS MOVED HERE FROM 67-31 (LP 7-30-15) *****					TEXT AMT 50,000	
							50,000
401-0800-536.67-31	CAP NEW MTR INST/RPLC	33,618	0	172,000	50,000	18,900	0
	LEVEL 3 TEXT REPLACEMENT OF LARGE METERS (COST OVER \$5000 EA) --- REPLACEMENT OF MASTER METERS AT TANGLEWOOD MAPLEWOOD TREASURE ISLE ***** NOTE: THIS \$50K BUDGET WAS MOVED TO 64-31					TEXT AMT 50,000	
							50,000-

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
(LP 7-30-15)							

* CAPITAL OUTLAY		0	0	182,000	141,200	47,089	60,000
401-0800-536.99-02 DEPRECIATION EXPENSE		53,661	14,765	0	0	0	0
* NON-OPERATING EXPENSE		53,661	14,765	0	0	0	0
** WATER DISTRIBUTION		1,443,023	1,458,665	1,630,134	2,652,295	2,140,464	1,749,247

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0824-536.12-00	UTILITIES LAB DIVISION SALARIES AND WAGES	219,231	233,178	238,676	232,676	168,409	192,328
	LEVEL 3 TEXT					TEXT AMT	
							176,812
							660
							5,303
							9,553
							192,328
401-0824-536.12-11	COMPENSATED ABSENCE	6,246	9,532	0	0	0	0
401-0824-536.14-00	OVERTIME	7,260	9,245	8,500	14,500	13,602	8,500
	LEVEL 3 TEXT					TEXT AMT	
							8,500
							8,500
401-0824-536.15-10	CERTIFICATION/LICENSES	1,975	0	3,000	3,000	110	5,000
	LEVEL 3 TEXT					TEXT AMT	
							5,000
							5,000
401-0824-536.21-00	FICA TAXES	17,036	17,280	18,912	18,912	13,650	15,366
	LEVEL 3 TEXT					TEXT AMT	
							13,578
							651
							731
							406
							15,366
401-0824-536.22-00	RETIREMENT CONTRIBUTIONS	30,297	28,907	29,301	29,301	19,377	25,989
	LEVEL 3 TEXT					TEXT AMT	
							25,233
							756
							25,989
401-0824-536.23-00	HEALTH INSURANCE	22,876	23,651	24,853	24,853	16,727	26,023
	LEVEL 3 TEXT					TEXT AMT	
							23,880
							1,576
							550
							17

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0824-536.45-19	VEHICLE INSURANCE	750	750	788	788	657	745
401-0824-536.46-10	GENERAL EQUIP MAINT	0	0	500	500	0	500
	LEVEL 3 TEXT LAB EQUIPMENT MAINT					TEXT AMT 500	500
401-0824-536.46-11	REGULAR MAINT/INSP EQUIP	0	0	500	500	0	500
	LEVEL 3 TEXT SAFETY EQUIPMENT INSPECTIONS SERVICES					TEXT AMT 500	500
401-0824-536.46-12	VEH MAINT/REPAIR	2,406	1,297	5,715	5,715	3,058	4,000
	LEVEL 3 TEXT REPAIR & MAINTENANCE OF DEPT. VEHICLES & EQUIP. *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT 5,715 1,715- 4,000	
401-0824-536.46-16	BUILDING MAINT	0	0	0	2,495	2,495	0
	LEVEL 3 TEXT SOFTWARE					TEXT AMT	
401-0824-536.47-00	PRINTING AND BINDING	0	24	100	100	0	0
401-0824-536.49-19	TAXES, LICENSES, AND FEES	0	1,700	3,000	2,000	1,500	2,000
	LEVEL 3 TEXT ANNUAL LAB CERTIFICATION *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT 3,000 1,000- 2,000	
401-0824-536.49-20	EQUIPMENT-NON CAPITAL	374	457	1,000	1,000	757	1,000
	LEVEL 3 TEXT REPLACEMENT OF CHLORINE DO METER					TEXT AMT 1,000 1,000	
401-0824-536.51-00	OFFICE SUPPLIES	2,588	2,382	1,050	2,250	823	1,000
	LEVEL 3 TEXT MISC OFFICE SUPPLIES					TEXT AMT 1,000 1,000	
401-0824-536.52-00	OTHER OPERATING SUPPLIES	817	1,262	2,000	2,000	1,918	1,500
	LEVEL TEXT					TEXT AMT	

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	MISC SUPPLIES OTHER THAN OFFICE SUPPLIES *REDUCED PER THE CM (LP 7-30-15)						2,000 500- 1,500
401-0824-536.52-10	GAS, DIESEL, OIL, & GREASE	2,534	2,393	2,713	2,713	1,067	1,938
LEVEL 3	TEXT EST UNLEADED 775 GALLONS @ \$2.50 PER GALLON					TEXT AMT	1,938 1,938
401-0824-536.52-11	JANITORIAL SUPPLIES	745	832	800	800	564	800
LEVEL 3	TEXT MISC OFFICE CLEANING SUPPLIES					TEXT AMT	800 800
401-0824-536.52-12	UNIFORMS	948	1,188	1,000	1,000	982	1,000
LEVEL 3	TEXT REPLACEMENT UNIFORMS, RUBBER BOOTS, RAIN GEAR					TEXT AMT	1,000 1,000
401-0824-536.52-16	MEDICAL/LAB SUPPLIES	39,019	43,167	35,000	40,700	40,568	35,000
LEVEL 3	TEXT CONTRACT ON FILE FOR VARIOUS LAB SUPPLIES HARDY DIAGNOSTICS (UP TO \$25,000) IDEXX DISTB (UP TO \$25,000) FISHER SCIENTIFIC (UP TO \$25,000) HACH COMPANY (UP TO \$25,000)					TEXT AMT	35,000 35,000
401-0824-536.52-18	REP & MAINT SUPPLIES	107	34	450	450	184	450
401-0824-536.54-00	DUES & MEMBERSHIPS	436	212	650	650	140	325
LEVEL 3	TEXT DUES & MEMBERSHIPS FOR 3 LAB EMPLOYEES, TWO OF WHICH ARE NEW AND ARE JOINING TO FURTHER THEIR JOB KNOWLEDGE, IN THE FOLLOWING: *FWPCOA, FRWA, FIPA, FSEA *NOTE: REDUCE REQUEST SINCE THE LAB MANAGER'S DUES & MEMBERSHIPS ARE AT NO COST IN FY16 SINCE HE TEACHES AND HOLDS BOARD OF DIRECTOR POSITIONS.					TEXT AMT	650 325- 325
401-0824-536.54-01	BOOKS & SUBSCRIPTIONS	90	0	200	200	75	200

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*	OPERATING EXPENSE	105,392	124,088	189,266	201,305	170,523	184,458
401-0824-536.64-00	MACH & EQUIPMENT	0	0	0	10,000	0	0
*	CAPITAL OUTLAY	0	0	0	10,000	0	0
**	UTILITIES LAB DIVISION	413,518	430,344	515,957	537,996	405,243	460,387
***	W/S DISTRIBUTION	1,856,541	1,889,009	2,146,091	3,190,291	2,545,707	2,209,634

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
UTILITY ADMINISTRATION							
UTILITY ADMINISTRATION							
401-0900-536.12-00	SALARIES AND WAGES	614,499	597,554	657,210	648,952	572,058	692,005
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	697,172
						ADDITIONAL PAY	3,000
						BOOTS	330
						RECLASSIFY ENGINEER TO CIVIL ENGINEER	2,528
						3.0% WAGE INCREASE	20,992
						CHANGE NEW ENGINEER HIRE RATE, DEFER HIRING	32,017-
						1 MONTH (TR 9-2-15)	
							692,005
401-0900-536.12-10	CAR ALLOWANCE	0	0	0	1,500	1,731	0
401-0900-536.12-11	COMPENSATED ABSENCE	73,896-	14,676	0	0	0	0
401-0900-536.12-12	ADD. SALARY & BENEFITS	0	2,636	0	3,000	2,959	0
401-0900-536.12-20	CAPITAL LABOR OFFSET	1,218-	2,441-	0	0	0	0
401-0900-536.14-00	OVERTIME	873	4,520	500	6,633	1,489	5,000
	LEVEL 3					TEXT AMT	
						HOURLY EMPLOYEES	5,000
						UTILITY INSPECTOR	
						RIGHT OF WAY AGENT	
						ADMINISTRATIVE ASSISTANT	
							5,000
401-0900-536.15-10	CERTIFICATION/LICENSES	496	100	1,000	1,000	404	2,000
	LEVEL 3					TEXT AMT	
						FLA BOARD OF ENGINEERS (4)	500
						DEP	500
						RIGHT OF WAY AGENT	500
						WATER LICENCE RENEWAL (2)	500
							2,000
401-0900-536.21-00	FICA TAXES	38,169	43,999	50,320	50,493	41,365	53,327
	LEVEL 3					TEXT AMT	
						CURRENT STAFF INC RECLASS	53,788
						OVERTIME	383
						3.0% WAGE INCREASE	1,606
						CHANGE NEW ENGINEER HIRE RATE, DEFER HIRING	2,450-
						1 MONTH (TR 9-2-15)	
							53,327
401-0900-536.21-20	CAP PROJ BENEFIT OFFSET	204-	760-	0	0	0	0
401-0900-536.22-00	RETIREMENT CONTRIBUTIONS	85,620	74,849	83,488	83,781	73,486	94,835

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LEVEL 3 TEXT CURRENT STAFF INC RECLASS 3.0% WAGE INCREASE CHANGE NEW ENGINEER HIRE RATE, DEFER HIRING 1 MONTH (TR 9-2-15)						TEXT AMT 98,913 2,985 7,063- 94,835
401-0900-536.23-00	HEALTH INSURANCE	55,687	54,571	64,384	64,632	50,976	67,881
	LEVEL 3 TEXT HEALTH DENTAL LIFE 3.0% ON LIFE ALL INC RECLASS CHANGE NEW ENGINEER HIRE RATE, DEFER HIRING 1 MONTH (TR 9-2-15)						TEXT AMT 61,670 4,070 2,174 66 99- 67,881
401-0900-536.24-00	WORKER'S COMPENSATION	3,914	4,938	5,480	5,480	5,988	6,262
	LEVEL 3 TEXT CURRENT STAFF INC RECLASS OVERTIME 3.0% WAGE INCREASE CHANGE NEW ENGINEER HIRE RATE, DEFER HIRING 1 MONTH (TR 9-2-15)						TEXT AMT 6,382 5 189 314- 6,262
401-0900-536.25-00	UNEMPLOYMENT COMP	0	0	0	1,090	1,089	0
401-0900-536.26-00	OPEB / EAP BENEFIT	369	342	384	384	298	384
	LEVEL 3 TEXT CURRENT STAFF						TEXT AMT 384 384
* PERSONNEL SERVICES		724,309	794,984	862,766	866,945	751,843	921,694
401-0900-536.31-13	OTHER PROF. SERVICES	41,726	74,561	97,858	140,947	100,725	100,000
	LEVEL 3 TEXT RIGHT OF WAY ISSUES SURVEYS AND MISC REPORTS ANNUAL FINANCE CONDITION ASSESSMENT ENGINEER STUDIES COUNCIL REQUESTED STUDIES						TEXT AMT 15,000 5,000 25,000 25,000 30,000

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	REPAIR & MAINTENANCE OF DEPT VEHICLES & EQUIP. *REDUCED PER THE CM (LP 7-30-15)						4,000 2,000- 2,000
401-0900-536.46-16	BUILDING MAINT	0	0	1,000	1,000	0	500
LEVEL 3	TEXT ADMIN OFFICE AREA UPGRADES AND/OR REPIARS					TEXT AMT	500 500
401-0900-536.46-18	CONT MAINT/COMM EQUIP	613	49	1,800	1,800	1,248	1,000
LEVEL 3	TEXT REPAIR / REPLACE OF CELL PHONES AND READIOS					TEXT AMT	1,000 1,000
401-0900-536.47-00	PRINTING AND BINDING	109	73	2,000	2,000	60	200
LEVEL 3	TEXT FLYERS, NOTICES, MISC FORMS, BUSINESS CARDS *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT	500 300- 200
401-0900-536.48-04	PUB RELATION ACTIVITY	56	0	500	3,000	2,000	3,000
LEVEL 3	TEXT PUBLIC INFORMATION, FAMILY DAYS *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT	5,000 2,000- 3,000
401-0900-536.49-01	ADVERTISING	456	1,485	0	1,038	878	0
401-0900-536.49-02	COMPUTER SOFTWARE	1,189	790	0	6,632	6,632	0
401-0900-536.49-19	TAXES, LICENSES, AND FEES	0	10,319	11,000	11,579	11,578	0
LEVEL 3	TEXT FEC ANNUAL RIGHT OF WAY LICENSE AGREEMENT ***** NOTE: MOVED THIS \$15K TO OBJECT 44-10 (LP 7-30-15) *****					TEXT AMT	15,000 15,000-
401-0900-536.49-20	EQUIPMENT-NON CAPITAL	807	3,725	0	15,562	6,534	0
401-0900-536.49-66	TFR TO 506 BLDG MAINT FD	107,124	104,194	94,409	94,409	78,674	80,442
LEVEL 3	TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT	76,587 3,855

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
			*****				1,050
*	OPERATING EXPENSE	192,644	248,872	244,855	314,868	234,669	232,882
401-0900-536.99-02	DEPRECIATION EXPENSE	1,475	0	0	0	0	0
*	NON-OPERATING EXPENSE	1,475	0	0	0	0	0
**	UTILITY ADMINISTRATION	918,428	1,043,856	1,107,621	1,181,813	986,512	1,154,576

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0901-536.12-00	UTILITY WAREHOUSE SALARIES AND WAGES	80,886	50,310	63,748	63,748	59,467	66,342
	LEVEL 3					TEXT AMT	
							64,250
							165
							1,927
							66,342
401-0901-536.12-11	COMPENSATED ABSENCE	7,824-	6,771	0	0	0	0
401-0901-536.14-00	OVERTIME	4,305	3,683	2,000	12,000	12,334	4,000
	LEVEL 3					TEXT AMT	
							3,000
							1,000
							4,000
401-0901-536.21-00	FICA TAXES	5,438	4,453	5,030	5,030	5,311	5,382
	LEVEL 3					TEXT AMT	
							4,929
							306
							147
							5,382
401-0901-536.22-00	RETIREMENT CONTRIBUTIONS	10,438	4,993	7,306	7,306	6,790	8,263
	LEVEL 3					TEXT AMT	
							10,089
							302
							2,128-
							8,263
401-0901-536.23-00	HEALTH INSURANCE	12,264	7,633	12,251	12,251	11,404	12,915
	LEVEL 3					TEXT AMT	
							11,940
							788
							181
							6
							12,915
401-0901-536.24-00	WORKER'S COMPENSATION	1,000	579	603	603	679	630
	LEVEL 3					TEXT AMT	
							538
							75
							17

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							630
401-0901-536.26-00	OPEB / EAP BENEFIT	81	49	112	112	69	112
*	PERSONNEL SERVICES	106,588	78,471	91,050	101,050	96,054	97,644
401-0901-536.31-13	OTHER PROF. SERVICES	1,246	1,247	1,200	1,200	197	0
	LEVEL 3 TEXT					TEXT AMT	
							800
							200
							200
							1,200-
401-0901-536.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	1,200
	LEVEL 3 TEXT					TEXT AMT	
							800
							200
							200
							1,200
401-0901-536.34-15	TEMP HELP SERVICE FEE	14,489	0	0	0	0	0
401-0901-536.40-00	TRAVEL PER DIEM	0	0	1,000	1,000	0	1,000
	LEVEL 3 TEXT					TEXT AMT	
							500
							500
							500
							500-
							1,000
401-0901-536.40-10	EMPLOYEE TRAINING	222	0	2,000	2,000	0	510
	LEVEL 3 TEXT					TEXT AMT	
							510
							510
401-0901-536.41-00	COMMUNICATION SERVICES	1,504	1,498	1,000	1,000	858	1,930
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	STATE OF FLORIDA @ \$55.00/MTH AT&T MOBILITY @ 35/MTH TIME WARNER @ 50/MTH GPS @ \$20.83/MTH						660 420 600 250 1,930
401-0901-536.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	1,000	1,000	0	500
LEVEL 3	TEXT EMERGENCY RENTAL OF FORK LIFT *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT	1,000 500- 500
401-0901-536.45-19	VEHICLE INSURANCE	375	375	394	394	328	373
401-0901-536.46-10	GENERAL EQUIP MAINT	41	123	550	550	27	200
LEVEL 3	TEXT REPAIR & MAINTENANCE FOR SCANNERS/BARCODE EQUIP *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT	550 350- 200
401-0901-536.46-11	REGULAR MAINT/INSP EQUIP	0	0	500	500	179	500
LEVEL 3	TEXT ANNUAL WAREHOUSE FIRE AND ALARM INSPECTION SERVICE					TEXT AMT	500 500
401-0901-536.46-12	VEH MAINT/REPAIR	891	604	2,880	2,380	786	1,000
LEVEL 3	TEXT REPAIR & MAINTENANCE FOR DEPT VEHICLES & EQUIP. *REDUCED PER THE CM (LP 7-30-15)					TEXT AMT	2,880 1,880- 1,000
401-0901-536.46-16	BUILDING MAINT	0	0	500	500	888	500
LEVEL 3	TEXT VARIOUS REPAIRS/MAINTENCE AT WAREHOUSE					TEXT AMT	500 500
401-0901-536.46-18	CONT MAINT/COMM EQUIP	0	0	500	500	0	300
LEVEL 3	TEXT REPAIR / MAINTENANCE OF CALL OUT PHONE AND RADIO *REDUCED BY THE CM (LP 7-30-15)					TEXT AMT	500 200- 300
401-0901-536.47-00	PRINTING AND BINDING	49	0	100	100	0	100

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
		LEVEL 3	TEXT BUSINESS CARDS, LETTERHEAD, ENVELOPES			TEXT AMT 100 100	
401-0901-536.49-02	COMPUTER SOFTWARE		0	0	1,500	1,500	790 1,500
		LEVEL 3	TEXT TOKAY - CROSS CONNECTIONS SOFTWARE UPDATE			TEXT AMT 1,500 1,500	
401-0901-536.49-20	EQUIPMENT-NON CAPITAL		1,440	1,001	1,000	1,000	0 1,000
		LEVEL 3	TEXT UPGRADE OF WAREHOUSE SCANNER			TEXT AMT 1,000 1,000	
401-0901-536.49-66	TFR TO 506 BLDG MAINT FD		0	8,789	9,393	9,393	7,828 13,839
		LEVEL 3	TEXT INITIAL ADJUSTMENT - NO CHANGE (LP 9/2/15)			TEXT AMT 13,839 13,839	
401-0901-536.51-00	OFFICE SUPPLIES		1,957	2,304	2,500	2,500	2,078 2,500
		LEVEL 3	TEXT PURCHASE OF VARIOUS OFFICE SUPPLES			TEXT AMT 2,500 2,500	
401-0901-536.52-00	OTHER OPERATING SUPPLIES		2,861	5,623	7,500	7,500	4,382 6,000
		LEVEL 3	TEXT PURCHASE OF VARIOUS NON-OFFICE RELATED SUPPLIES *REDUCED PER THE CM (LP 7-30-15)			TEXT AMT 7,500 1,500- 6,000	
401-0901-536.52-10	GAS,DIESEL,OIL,& GREASE		1,046	819	700	700	401 500
		LEVEL 3	TEXT EST UNLEADED 200 GALLONS @ \$2.50 PER GALLON			TEXT AMT 500 500	
401-0901-536.52-12	UNIFORMS		162	0	500	500	352 500
		LEVEL 3	TEXT UNIFORMS FOR STORE KEEPER & PARTTIME REPAIR TECH			TEXT AMT 500 500	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
401-0901-536.52-15	POSTAL SERVICE	0	0	500	500	609	500
	LEVEL 3 TEXT MAILING OF BACKFLOW LETTERS FOR COMPLIANCE					TEXT AMT	
							500
							500
401-0901-536.54-00	DUES & MEMBERSHIPS	1,065	214	100	600	226	100
401-0901-536.54-01	BOOKS & SUBSCRIPTIONS	33	0	100	100	0	300
	LEVEL 3 TEXT DAYTONA BEACH NEWS JOURNAL SUBSCRIPTION					TEXT AMT	
							300
							300
* OPERATING EXPENSE		27,381	22,597	35,417	35,417	19,929	34,852
401-0901-536.64-00	MACH & EQUIPMENT	0	6,029	0	0	0	0
* CAPITAL OUTLAY		0	6,029	0	0	0	0
** UTILITY WAREHOUSE		133,969	107,097	126,467	136,467	115,983	132,496
*** UTILITY ADMINISTRATION		1,052,397	1,150,953	1,234,088	1,318,280	1,102,495	1,287,072
**** W&S O&M REVENUE FUND		28,576,217	28,883,194	25,265,877	25,524,981	20,874,158	26,430,048

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
WS BOND DEBT SERVICE FUND							
402-0000-361.10-00	INTEREST EARNINGS-INVESTM	3,764	3,051	0	0	11,570	0
402-0000-389.10-00	APPROPRIATED FUND BAL	0	0	715,750	715,750	0	0
402-0000-399.10-12	FRM 401 WATER/SEWER REV	4,277,901	4,310,089	3,098,401	3,098,401	2,582,001	2,474,265
	LEVEL 3						
	TEXT 2009 W/S					TEXT AMT 1,189,350	
	TEXT 2011 W/S					1,283,415	
	OTHER DEBT SERVICE IN 73-00					1,500	
						2,474,265	
*		----- 4,281,665	----- 4,313,140	----- 3,814,151	----- 3,814,151	----- 2,593,571	----- 2,474,265
**	WS BOND DEBT SERVICE FUND	----- 4,281,665	----- 4,313,140	----- 3,814,151	----- 3,814,151	----- 2,593,571	----- 2,474,265
***	WS BOND DEBT SERVICE FUND	----- 4,281,665	----- 4,313,140	----- 3,814,151	----- 3,814,151	----- 2,593,571	----- 2,474,265
****	WS BOND DEBT SERVICE FUND	----- 4,281,665	----- 4,313,140	----- 3,814,151	----- 3,814,151	----- 2,593,571	----- 2,474,265

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL BOND PROJECTS							
402-0300-536.71-10	PRINCIPAL PAYMENTS BONDS	0	0	3,695,000	3,695,000	3,695,000	2,435,000
	LEVEL 3	TEXT 2009 W/S 2011 W/S				TEXT AMT 1,160,000 1,275,000 2,435,000	
402-0300-536.72-10	INTEREST BONDS	407,962	159,892	117,651	117,651	117,604	37,765
	LEVEL 3	TEXT 2009 W/S 2011 W/S				TEXT AMT 29,350 8,415 37,765	
402-0300-536.73-00	OTHER DEBT SERVICE	1,250	1,500	1,500	1,500	0	1,500
*	DEBT SERVICE	409,212	161,392	3,814,151	3,814,151	3,812,604	2,474,265
402-0300-599.96-14	TO 401 W&S O&M REV	3,960,062	4,100,127	0	0	0	0
*	TRANSFERS	3,960,062	4,100,127	0	0	0	0
**	BOND PROJECTS	4,369,274	4,261,519	3,814,151	3,814,151	3,812,604	2,474,265
***	NON DEPARTMENTAL	4,369,274	4,261,519	3,814,151	3,814,151	3,812,604	2,474,265
****	WS BOND DEBT SERVICE FUND	4,369,274	4,261,519	3,814,151	3,814,151	3,812,604	2,474,265

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
W/S R&R FUND (A)							
403-0000-361.10-00	INTEREST EARNINGS-INVESTM	6,651	2,851	5,000	5,000	16,384	5,000
403-0000-389.10-00	APPROPRIATED FUND BAL	0	0	20,876	1,185,900	0	216,972
403-0000-399.10-12	FRM 401 WATER/SEWER REV	2,400,000	2,400,000	2,400,000	2,400,000	2,000,000	2,400,000
*-----		2,406,651	2,402,851	2,425,876	3,590,900	2,016,384	2,621,972
**-----		2,406,651	2,402,851	2,425,876	3,590,900	2,016,384	2,621,972
***-----		2,406,651	2,402,851	2,425,876	3,590,900	2,016,384	2,621,972
****-----		2,406,651	2,402,851	2,425,876	3,590,900	2,016,384	2,621,972

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	WATER PRODUCTION						
	1987 BOND PROJECTS						
403-0200-533.44-13	FLEET FINANCING	173,301	214,836	245,876	245,876	204,897	296,972
*	OPERATING EXPENSE	173,301	214,836	245,876	245,876	204,897	296,972
403-0200-533.63-97	PROJ CAPITAL OUTLAY	720,105	580,947	2,180,000	738,839	475,681	2,325,000
	LEVEL 3						
	TEXT						
	PLACEHOLDER FOR FY16 CAPITAL						
	WATER SUPPLY WELLS \$50,000						
	WATER SYSTEM REPLCMNTS A THRU E \$425,000						
	TELEMETRY INSTR CONTROL SYS \$180,000						
	RECL WATER PLNT RENO/RPLCMNT \$320,000						
	POTABLE WATER PLNT RENO/RPLCMNT \$450,000						
	MASTER UTILITY PLANNING \$750,000						
	RIVERWALK UTILITIES \$150,000						
							2,325,000
403-0200-533.63-99	FIXED ASSET TRANSFERS	746,381-	706,371-	0	0	0	0
403-0200-533.64-97	PROFESSIONAL SERVICES	26,276	125,424	0	72,841	9,010	0
	LEVEL 3						
	TEXT						
	MME003 TELEMETRY INSTRUMENT / CONTROL SYSTEM						
*	CAPITAL OUTLAY	0	0	2,180,000	811,680	484,691	2,325,000
**	1987 BOND PROJECTS	173,301	214,836	2,425,876	1,057,556	689,588	2,621,972
***	WATER PRODUCTION	173,301	214,836	2,425,876	1,057,556	689,588	2,621,972

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*WASTEWATER TREATMENT							
WASTEWATER TREATMENT							
403-0400-535.63-97	PROJ CAPITAL OUTLAY	127,864	644,980	0	673,397	219,494	0
403-0400-535.63-99	FIXED ASSET TRANSFERS	127,864-	644,980-	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	CAPITAL OUTLAY	0	0	0	673,397	219,494	0
		-----	-----	-----	-----	-----	-----
**	WASTEWATER TREATMENT	0	0	0	673,397	219,494	0

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	WASTEWATER COLLECTION						
403-0401-535.46-63	PROJECT REPAIR & MAINT	6,100	0	0	0	0	0
*	OPERATING EXPENSE	6,100	0	0	0	0	0
403-0401-535.63-97	PROJ CAPITAL OUTLAY	309,695	203,563	0	1,075,285	1,042,003	0
403-0401-535.63-99	FIXED ASSET TRANSFERS	390,961-	203,563-	0	0	0	0
403-0401-535.64-97	PROFESSIONAL SERVICES	81,266	0	0	0	0	0
*	CAPITAL OUTLAY	0	0	0	1,075,285	1,042,003	0
**	WASTEWATER COLLECTION	6,100	0	0	1,075,285	1,042,003	0
***	*WASTEWATER TREATMENT	6,100	0	0	1,748,682	1,261,497	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	METER READER						
	METER READER						
403-0500-536.55-31	NON-CAP RPLC MTR INSTALLS	0	891,237	0	195,063	181,260	0
*	OPERATING EXPENSE	0	891,237	0	195,063	181,260	0
**	METER READER	0	891,237	0	195,063	181,260	0
***	METER READER	0	891,237	0	195,063	181,260	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	W/S DISTRIBUTION						
	WATER DISTRIBUTION						
403-0800-533.55-31	REPALCEMENT METERS	10,601	0	0	0	0	0
*	OPERATING EXPENSE	10,601	0	0	0	0	0
403-0800-533.63-97	PROJ CAPITAL OUTLAY	0	202,550	0	364,599	241,734	0
403-0800-533.63-99	FIXED ASSET TRANSFERS	0	202,550-	0	0	0	0
*	CAPITAL OUTLAY	0	0	0	364,599	241,734	0
**	WATER DISTRIBUTION	10,601	0	0	364,599	241,734	0
***	W/S DISTRIBUTION	10,601	0	0	364,599	241,734	0
****	W/S R&R FUND (A)	190,002	1,106,073	2,425,876	3,365,900	2,374,079	2,621,972

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013	FY-2014	FY-2015	FY-2015	FY 2015		FY2016
		ACTUAL	ACTUAL	ORIGINAL	ADJUSTED	Y-T-D	ACTUAL	
				BUDGET	BUDGET	INC	ENCMRNC	PROPOSED
IMPACT FEE								
405-0000-324.21-00	RESIDENTIAL PHYSICAL ENVI	455,611	1,468,271	300,000	300,000		510,763	300,000
405-0000-324.22-00	COMMERCIAL PHYSICAL ENVIR	253,343	226,841	300,000	300,000		267,427	300,000
405-0000-361.10-00	INTEREST EARNINGS-INVESTM	7,053	4,165	1,000	1,000		32,943	1,000
405-0000-369.90-00	MISC REVENUE	0	9,392	0	0		7,533	0
405-0000-389.10-00	APPROPRIATED FUND BAL	0	0	111,000	3,401,220		0	536,000
405-0000-389.40-01	OTHER GRANTS/DONATIONS	0	0	0	0		6,000	0
		-----	-----	-----	-----	-----	-----	-----
*		716,007	1,708,669	712,000	4,002,220		824,666	1,137,000
**	IMPACT FEE	-----	-----	-----	-----	-----	-----	-----
		716,007	1,708,669	712,000	4,002,220		824,666	1,137,000
***	IMPACT FEE	-----	-----	-----	-----	-----	-----	-----
		716,007	1,708,669	712,000	4,002,220		824,666	1,137,000
****	IMPACT FEE	-----	-----	-----	-----	-----	-----	-----
		716,007	1,708,669	712,000	4,002,220		824,666	1,137,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL BOND PROJECTS							
405-0300-536.49-90	ADMIN SERVICE FEES	14,179	33,902	12,000	12,000	10,000	12,000
*	OPERATING EXPENSE	14,179	33,902	12,000	12,000	10,000	12,000
**	BOND PROJECTS	14,179	33,902	12,000	12,000	10,000	12,000
***	NON DEPARTMENTAL	14,179	33,902	12,000	12,000	10,000	12,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*WASTEWATER TREATMENT WASTEWATER TREATMENT							
405-0400-535.63-97 PROJ	CAPITAL OUTLAY	91,851	156,659	700,000	3,341,453	2,466,664	475,000
	LEVEL 3						
	TEXT					TEXT AMT	
	WATER SYSTEM REPLACEMENTS A THROUGH E					225,000	
	WATER SYSTEM EXTENSIONS / UPSIZING A THROUGH C					50,000	
	CITY COST PARTICIPATION PROJECT					25,000	
	MASTER UTILITY PLANNING					125,000	
	RIVERWALK UTILITIES					50,000	
						475,000	
405-0400-535.63-99	FIXED ASSET TRANSFERS	91,851-	156,659-	0	0	0	0
*	CAPITAL OUTLAY	0	0	700,000	3,341,453	2,466,664	475,000
**	WASTEWATER TREATMENT	0	0	700,000	3,341,453	2,466,664	475,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	WASTEWATER COLLECTION						
405-0401-535.63-97	PROJ CAPITAL OUTLAY	0	21,395	0	424,418	381,345	0
405-0401-535.63-99	FIXED ASSET TRANSFERS	0	21,395-	0	0	0	0
-----		-----	-----	-----	-----	-----	-----
*	CAPITAL OUTLAY	0	0	0	424,418	381,345	0
-----		-----	-----	-----	-----	-----	-----
**	WASTEWATER COLLECTION	0	0	0	424,418	381,345	0
-----		-----	-----	-----	-----	-----	-----
***	*WASTEWATER TREATMENT	0	0	700,000	3,765,871	2,848,009	475,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	W/S DISTRIBUTION						
	WATER DISTRIBUTION						
405-0800-533.31-11	ENGINEERING	1,000	0	0	0	0	0
*	OPERATING EXPENSE	1,000	0	0	0	0	0
405-0800-533.63-97	PROJ CAPITAL OUTLAY	55,599	155,346	0	449,349	415,959	650,000
	LEVEL 3						
	TEXT						
	CITY COST PARTICIPATION PROJECT						25,000
	WHITE ACRES CENTRAL WASTEWATER CONNECTION						500,000
	MASTER UTILITY PLANNING						125,000
							650,000
405-0800-533.63-99	FIXED ASSET TRANSFERS	55,599	155,346	0	0	0	0
*	CAPITAL OUTLAY	0	0	0	449,349	415,959	650,000
**	WATER DISTRIBUTION	1,000	0	0	449,349	415,959	650,000
***	W/S DISTRIBUTION	1,000	0	0	449,349	415,959	650,000
****	IMPACT FEE	15,179	33,902	712,000	4,227,220	3,273,968	1,137,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
SOLID WASTE							
410-0000-343.41-00	GARBAGE-CURBSIDE	4,002,503	4,760,393	5,034,945	5,034,945	4,516,139	5,132,030
	LEVEL 3 TEXT PROJ REV BASED ON JUN14-MAY15 ACTUALS 06/18/15 LB \$\$\$DOES NOT ASSUME AN INCR\$\$\$					TEXT AMT 5,132,030	
						5,132,030	
410-0000-343.42-00	ENGERY FEE-GARBAGE	591,819	605,398	588,700	588,700	523,017	608,460
	LEVEL 3 TEXT PROJ REV BASED ON JUN14-MAY15 ACTUALS 06/18/15 LB \$\$\$DOES NOT ASSUME A RATE INCR\$\$\$					TEXT AMT 608,460	
						608,460	
410-0000-343.43-00	LANDFILL FEE	1,274,302	586,172	0	0	0	0
410-0000-343.44-00	COMMERCIAL-GARBAGE CONTAI	779,007	969,152	1,040,050	1,040,050	955,314	1,228,560
	LEVEL 3 TEXT PROJ REV BASED ON JUN14-MAY15 ACTUALS 06/18/15 LB \$\$\$DOES NOT ASSUME A RATE INCR\$\$\$					TEXT AMT 1,228,560	
						1,228,560	
410-0000-343.46-00	COMMERCIAL-ROLL OFF	12,840	22,140	13,000	13,000	13,525	13,000
410-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,848	6,580	14,000	14,000	19,645	14,000
410-0000-369.90-00	MISC REVENUE	0	37	0	0	42	0
410-0000-369.97-00	RECYCLING PROCEEDS	63,193	41,711	67,100	67,100	14,727	67,100
410-0000-381.16-00	TRANSFER FROM 001	0	0	0	888	888	0
410-0000-389.10-00	APPROPRIATED FUND BAL	0	0	106,038	106,038	0	0
*		6,729,512	6,991,583	6,863,833	6,864,721	6,043,297	7,063,150
**	SOLID WASTE	6,729,512	6,991,583	6,863,833	6,864,721	6,043,297	7,063,150
***	SOLID WASTE	6,729,512	6,991,583	6,863,833	6,864,721	6,043,297	7,063,150
****	SOLID WASTE	6,729,512	6,991,583	6,863,833	6,864,721	6,043,297	7,063,150

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
410-6100-534.12-00	SOLID WASTE SOLID WASTE ADMIN. SALARIES & WAGES	166,373	156,383	166,811	167,491	144,735	220,968
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	169,536
						BOOT ALLOWANCE	165
						3.0% WAGE INCREASE	6,519
						NEW SOLID WASTE CONTRACT ADMINISTRATOR	48,576
						DEFER NEW POSITION 1 MONTH (TR 9-2-15)	3,828-
							220,968
410-6100-534.12-11	COMPENSATED ABSENCE	18,528-	18,076	0	0	0	0
410-6100-534.14-00	OVERTIME	0	9	0	0	95	0
	LEVEL 3					TEXT AMT	
						NONE ANTICIPATED	
410-6100-534.21-00	FICA TAXES	10,790	13,237	12,763	12,813	10,828	16,906
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	12,972
						3.0% WAGE INCREASE	510
						NEW SOLID WASTE CONTRACT ADMINISTRATOR	3,717
						DEFER NEW POSITION 1 MONTH (TR 9-2-15)	293-
							16,906
410-6100-534.22-00	RETIREMENT CONTRIBUTIONS	25,171	18,339	19,862	19,948	16,986	30,120
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	22,847
						3.0% WAGE INCREASE	915
						NEW SOLID WASTE CONTRACT ADMINISTRATOR	7,627
						DEFER NEW POSITION 1 MONTH/REVISE AFTER REVIEW (TR 9-2-15)	1,269-
							30,120
410-6100-534.23-00	HEALTH INSURANCE	17,044	16,342	20,435	20,507	17,865	28,049
	LEVEL 3					TEXT AMT	
						HEALTH	19,701
						DENTAL	1,300
						LIFE	524
						3.0% ON LIFE	21
						NEW SOLID WASTE MANAGER HEALTH	5,970
						NEW SOLID WASTE MANAGER DENTAL	394
						NEW SOLID WASTE MANAGER LIFE	151
						DEFER NEW POSITION 1 MONTH (TR 9-2-15)	12-
							28,049

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	AVG PMT WASTE PRO \$354,553 X 12						4,254,636
	STREET SWEEPING CONTRACT						108,646
	RESIDENTIAL STREET SWEEP						68,881
	ADDITIONAL STREET SWEEPING FOR TREE LEAVES ON STREETS AT CITY HALL AND NORTH EASTERN PART OF THE CITY						50,000
							4,482,163
410-6100-534.34-15	TEMP HELP SERVICE FEE	0	12,041	0	0	0	0
410-6100-534.41-00	TELECOMMUNICATION	791	631	840	840	0	170
LEVEL 3	TEXT					TEXT AMT	
	2 EACH GPS FLEET MONITORING DEVICES AT \$85/EA						170
							170
410-6100-534.43-10	ELECTRICAL SERVICES	191	383	720	720	789	720
LEVEL 3	TEXT					TEXT AMT	
	ELECTRIC - APPROX. \$60.00 A MONTH X 12						720
							720
410-6100-534.44-13	FLEET FINANCING	182	3,681	2,630	2,630	2,192	5,168
410-6100-534.45-19	VEHICLE INSURANCE	750	375	394	394	328	373
410-6100-534.46-12	VEH MAINT/REPAIR	4,760	914	2,250	2,250	1,814	2,250
LEVEL 3	TEXT					TEXT AMT	
	PARTS						1,000
	LABOR						1,250
							2,250
410-6100-534.47-00	PRINTING AND BINDING	12,874	11,260	13,200	11,660	11,660	0
LEVEL 3	TEXT					TEXT AMT	
	QUARTERLY NEWSLETTERS 4 PER YR 3,300 EA						13,200
	(MOVED THIS TO THE CITY MANAGER'S BUDGET IN FY16 ACCOUNT 001-1200-512-47-00 AT \$12,000 TOTAL)						13,200-
410-6100-534.48-03	FIREWORKS	18,500	19,985	20,000	20,000	19,500	0
LEVEL 3	TEXT					TEXT AMT	
	FIREWORKS						16,000
	JULY 4TH PROGRAM FUNDED FROM RECYCLING PROCEEDS						4,000

	(MOVED TO PARKS & REC SPECIAL EVENTS BUDGET IN FY16 ACCOUNT 001-5101-572-48-03)						20,000-

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	THE DEPARTMENT WILL BE CHARGING THESE MEMBERSHIPS TO THE ACTUAL FUNDS FOR EACH EMPLOYEE SO THE NEED FOR THE SOLID WASTE FUND IS ONLY 2 PEOPLE SO THE ORIGINAL REQUEST IS BEING REDUCED TO \$300 (LP 7-31-15) ***** 2 EA SOLID WASTE FUND 410 \$300 1 EA. BUILDING MAINTENANCE FUND 506 \$150 3 EA. DRAINAGE FUND 412 \$450 4 EA. IN GENERAL FUND 001-4300 \$600 *****						1,160-
							300
*	OPERATING EXPENSE	6,030,967	6,228,348	6,446,744	6,446,744	6,357,690	6,436,458
410-6100-534.99-02	DEPRECIATION EXPENSE	957	957	0	0	0	0
410-6100-534.99-10	CONTINGENCY	0	0	0	0	0	122,267
LEVEL 3	TEXT BUDGETING CONTINGENCY TO BALANCE FUND DUE TO VARIOUS EXPENSES BEING MOVED TO OTHER FUNDS, OTHER EXPENSE REDUCTIONS AND THE ELIMINATION OF THE NEED TO USE APPROPRIATED EQUITY TO FUND FY16 OPERATIONS ***** INCREASE CONTINGENCY TO ACCOUNT FOR NEW POSITION BEING BUDGETED FOR ONLY 11 MONTHS WITH A SMALL OFFSET FOR AN INCREASE TO THE TRANSFER TO 506 (LP 9-2-15)						5,149
							122,267
*	NON-OPERATING EXPENSE	957	957	0	0	0	122,267
**	SOLID WASTE ADMIN.	6,235,350	6,456,012	6,669,958	6,670,846	6,551,513	6,858,725

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
INTERFUND TRANSFERS							
410-6101-581.91-25	IN LIEU OF TAX TRANSFER	236,244	193,978	193,875	193,875	161,563	204,425
*	TRANSFERS	236,244	193,978	193,875	193,875	161,563	204,425
**	INTERFUND TRANSFERS	236,244	193,978	193,875	193,875	161,563	204,425
***	SOLID WASTE	6,471,594	6,649,990	6,863,833	6,864,721	6,713,076	7,063,150
****	SOLID WASTE	6,471,594	6,649,990	6,863,833	6,864,721	6,713,076	7,063,150

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	DRAINAGE CONST OPERATING						
412-0000-325.20-00	CHARGES FOR PUBLIC SERVIC	3,801,857	3,805,631	3,799,800	3,799,800	3,795,400	3,978,063
	LEVEL 3 TEXT					TEXT AMT	
	NON-AD VALOREM ASSESSMENT (37,907*\$99) 07/18/15 TR					3,752,793	
	DRAINAGE BILLED ON UT BILLS (PRELIM) 06/18/15 LB					225,270	

	****COMPARISON NOTE:						
	****FY14 NON-AD VAL ASSESS= 37,748.73 @ \$3,737,124						
	****INCREASE OF 56 ERU OVER INITIAL ESTIMATE OF						
	37,851 ON 6/18/15 TR						
							3,978,063
412-0000-334.21-15	CAMBRIDGE CANAL LP64040	0	500,000	0	0	0	0
412-0000-334.21-16	CAMBRIDGE CANAL LP64041	0	0	0	1,297,500	0	0
412-0000-334.36-02	PENDING-WHITE ACRES FY16	0	0	0	0	0	750,000
	LEVEL 3 TEXT					TEXT AMT	
	*PENDING STATE GRANT FOR WHITE ACRES DRAINAGE					750,000	
	IMPROVEMENTS						
							750,000
412-0000-361.10-00	INTEREST EARNINGS-INVESTM	12,367	15,357	26,700	26,700	27,970	26,700
412-0000-369.90-00	MISC REVENUE	0	127	0	0	218	0
412-0000-381.16-00	TRANSFER FROM 001	0	0	850,000	850,000	847,500	0
412-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	1,167,548	0	121,499
412-0000-399.10-59	FRM 414 DRNAGE BOND SINKN	930,004	950,309	0	0	0	0

*		4,744,228	5,271,424	4,676,500	7,141,548	4,671,088	4,876,262

**	DRAINAGE CONST OPERATING	4,744,228	5,271,424	4,676,500	7,141,548	4,671,088	4,876,262

***	DRAINAGE CONST OPERATING	4,744,228	5,271,424	4,676,500	7,141,548	4,671,088	4,876,262

****	DRAINAGE CONST OPERATING	4,744,228	5,271,424	4,676,500	7,141,548	4,671,088	4,876,262

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
412-1800-541.12-00	DRAINAGE UTILITY DRAINAGE UTILITY SALARIES AND WAGES	506,727	518,005	607,998	604,998	458,314	655,231
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF						601,731
	BOOTS (9 EMPLOYEES)						1,485
	SICK LEAVE BUY BACK/ACCRUAL PAYOUTS						13,128
	3% WAGE INCREASE						18,052
	MOVE MAINT WORKER FROM PUBLIC WORKS (TR 9-2-15)						22,547
	CHG MAINT WKR FROM PW TO 11 MTHS (RK 090215)						1,712-
							655,231
412-1800-541.12-11	COMPENSATED ABSENSE	5,613	3,424	0	0	0	0
412-1800-541.14-00	OVERTIME	1,911	4,284	2,000	5,000	2,910	3,000
	LEVEL 3						
	TEXT					TEXT AMT	
	FLOOD CONTROL AFTER HOUR CALL OUTS AND SUPPORT						3,000
	OF SPECIAL EVENT; FAMILY DAYS, FIREWORKS, ART FEST						
	NON-CITY EVENTS; 5K RUNS AND SOCIAL EVENTS.						3,000
412-1800-541.21-00	FICA TAXES	36,768	37,376	46,673	46,673	32,245	50,364
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF						46,154
	OVERTIME						230
	ACCRUAL BUY BACK/PAYOUT						1,005
	3.0% WAGE INCREASE						1,381
	MOVE MAINT WORKER FROM PUBLIC WORKS (TR 9-2-15)						1,725
	CHG MAINT WKR FROM PW TO 11 MTHS (RK 090215)						131-
							50,364
412-1800-541.22-00	RETIREMENT CONTRIBUTIONS	73,692	60,350	72,873	72,873	55,201	94,985
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF						88,672
	3.0% WAGE INCREASE						2,658
	MOVE MAINT WORKER FROM PUBLIC WORKS (TR 9-2-15)						3,923
	CHG MAINT WKR FROM PW TO 11 MTHS (RK 090215)						268-
							94,985
412-1800-541.23-00	HEALTH INSURANCE	70,592	76,400	102,649	102,649	75,384	108,277
	LEVEL 3						
	TEXT					TEXT AMT	
	HEALTH						93,729
	DENTAL						6,186
	LIFE						1,872

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	3.0% ON LIFE MOVE MAINT WORKER FROM PUBLIC WORKS (TR 9-2-15)						61 6,429 108,277
412-1800-541.24-00	WORKER'S COMPENSATION	11,975	11,397	14,466	14,466	14,504	17,076
	LEVEL 3 TEXT CURRENT STAFF OVERTIME SICK LEAVE BUY BACK/ACCRUAL PAYOUT 3.0% WAGE INCREASE MOVE MAINT WORKER FROM PUBLIC WORKS (TR 9-2-15) CHG MAINT WKR FROM PW TO 11 MTHS (RK 090215)					TEXT AMT 16,247 3 12 488 353 27- 17,076	
412-1800-541.26-00	OPEB / EAP BENEFIT	520	525	621	621	494	621
	LEVEL 3 TEXT CURRENT STAFF MOVE MAINT WORKER FROM PUBLIC WORKS (TR 9-2-15)					TEXT AMT 584 37 621	
412-1800-541.26-01	OPEB	0	9,256	0	0	0	0
*	PERSONNEL SERVICES	707,798	721,017	847,280	847,280	639,052	929,554
412-1800-541.31-13	OTHER PROF. SERVICES	2,193	14,097	15,500	14,500	14,255	77,000
	LEVEL 3 TEXT *FEC WATCHMAN NEEDED WHEN CLEANING DITCH ALONG RR TRACKS 2ND & 3RD ST. CANAL & OAK ST REDUCE PER CM (RK 090215) *COUNTY FEE TO CHRG DRAINAGE ON PROPERTY TAX BILL *DRAINAGE ASSESSMENT FEE METHODOLOGY & RATE STUDY REDUCE PER CM (RK 090215)					TEXT AMT 3,000 500- 14,500 70,000 10,000- 77,000	
412-1800-541.31-16	AUDIT FEE	12,500	12,750	13,500	14,250	13,703	3,850
	LEVEL 3 TEXT 7% OF ANNUAL AUDIT FEE OF \$55,000 (THIS HAD BEEN 25% IN PAST YEARS) ----- THE ANNUAL AUDIT FEE IS NOW ALLOCATED BASED ON REVENUE AS FOLLOWS: 44% GENERAL FUND 39% WATER SEWER FUND 10% SOLID WASTE FUND					TEXT AMT 3,850	

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	PUMP OPERATOR COURSE, VACCON OPERATOR COURSE MENZI MUCK OPERATOR COURSE						300 1,100
412-1800-541.41-00	COMMUNICATION SERVICES	6,195	5,050	7,140	3,864	1,827	2,285
	LEVEL 3 TEXT GPS MONITORING 13 UNITS PHONE SERVICE					TEXT AMT	1,085 1,200 2,285
412-1800-541.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	0	0	0	8,500
	LEVEL 3 TEXT *FEC DISCHARGE OUTLET N SIDE LEMON AT POWERS FEC DRAINAGE DITCH ALONG EAST ROW EXTENDING 930 DEGREES NORTH OF OAK ST FEC 42" STORMWATER PIPE AT HOWES ST **** NOTE: THIS \$8,500 WAS MOVED HERE FROM 34-14 (LP 8-31-15) ****					TEXT AMT	8,500
							8,500
412-1800-541.44-13	FLEET FINANCING	140,887	173,870	157,524	157,524	131,270	163,598
412-1800-541.45-19	VEHICLE INSURANCE	5,625	6,375	5,122	5,122	4,268	5,216
412-1800-541.46-10	GENERAL EQUIP MAINT	1,691	1,281	1,691	1,691	0	3,191
	LEVEL 3 TEXT *GENERATOR MAINTENANCE - FL DETROIT DIESEL *UNEXPECTED REPAIRS OR REPLACEMENTS FOR PUMP HOSES, CONNECTS, AND IMPELLERS REDUCE PER CM (RK 090215)					TEXT AMT	1,691 3,500 2,000- 3,191
412-1800-541.46-12	VEH MAINT/REPAIR	101,054	92,313	120,000	118,000	125,697	115,000
	LEVEL 3 TEXT AVERAGE 10,000 X 12 REDUCE PER CM (RK 090215)					TEXT AMT	120,000 5,000- 115,000
412-1800-541.46-30	DRAINAGE PROJECTS	825	0	0	0	0	0
412-1800-541.49-20	EQUIP & OTHER NON-CAPITAL	0	1,543	0	3,000	2,690	10,000
	LEVEL 3 TEXT *PRE-FORMED CATCH BASINS AND INLETS					TEXT AMT	10,000 10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
412-1800-541.49-61	DATA PROCESSING 501	151,098	175,807	171,528	171,528	142,940	189,015
412-1800-541.49-64	TFR TO 504 SELF INSUR FD	42,624	35,298	51,659	51,659	43,049	53,695
412-1800-541.49-66	TRF TO 506 BLDG MAINT FD	40,044	35,068	33,768	33,768	28,140	32,063
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT	
							31,551
							512
							32,063
412-1800-541.49-90	ADMIN SERVICE FEES	119,796	85,019	83,673	83,673	69,728	78,768
412-1800-541.52-00	OTHER OPERATING SUPPLIES	16,901	13,863	25,000	15,000	22,503	32,500
	LEVEL 3 TEXT					TEXT AMT	
	*PHYSICAL SAFETY EQUIPMENT						2,500
	*FIELD EQUIP (SHOVELS, BROOMS, MOWERS, BLOWERS)						5,000
	*MISC PIPE, FITTINGS AND SUPPLIES						10,000
	*PESTICIDES AND SOD						2,000
	*CEMEX MATERIALS AND SUPPLIES FOR CONSTRUCTION						8,000
	*FOUNTAIN REPLACEMENT AND/OR NEW INSTALLATION						20,000
	REDUCE PER CM (RK 090215)						15,000-
							32,500
412-1800-541.52-10	GAS,DIESEL,OIL,& GREASE	39,072	46,799	40,081	39,241	32,023	31,450
	LEVEL 3 TEXT					TEXT AMT	
	EST UNLEADED 2,050 GALLONS @ \$2.50						5,125
	EST DIESEL 8,775 GALLONS @ \$3.00						26,325
							31,450
412-1800-541.52-12	UNIFORMS	1,910	1,961	2,082	2,082	2,995	3,000
	LEVEL 3 TEXT					TEXT AMT	
	UNIFORM RENTAL FOR 43 EMPLOYEES						3,000
							3,000
412-1800-541.52-15	POSTAL SERVICE	0	0	0	0	1	0
412-1800-541.52-17	AGRICULTURE SUPPLIES	0	0	0	0	0	2,500
	LEVEL 3 TEXT					TEXT AMT	
	*GRASS SEED AND PULP MIXTURE FOR HYDROSEEDING TO CONTROL EROSION						3,000
	REDUCE PER CM (RK 090215)						500-
							2,500
412-1800-541.52-19	CHEMICALS	0	0	0	0	0	4,612
	LEVEL TEXT					TEXT AMT	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	*ALUM POWDER FOR ALUM TREATMENT PLANT LOCATED AT US1 AND FARBROOK ROAD TO PRECIPITATE RETENTION POND SEDIMENTS REDUCE PER CM (RK 090215)						5,000 388- 4,612
412-1800-541.52-20	VEHICLE PARTS	0	1,344	0	0	0	0
*	OPERATING EXPENSE	748,309	772,247	791,610	885,890	716,627	922,453
412-1800-541.61-00	LAND	0	51,314	0	0	0	20,000
LEVEL 3	TEXT *VIRGINIA AVENUE EASEMENT ACQUISITION					TEXT AMT 20,000 20,000	
412-1800-541.63-97	PROJ CAPITAL OUTLAY	636,018	1,806,658	863,387	3,129,756	1,278,841	384,000
LEVEL 3	TEXT *INVENTORY CONDITION ASSESSMENT & SURVEY OF DRAINAGE SYSTEM					TEXT AMT 384,000 384,000	
412-1800-541.63-99	FIXED ASSET TRANSFERS	654,518-	1,923,531-	0	0	19,000-	0
412-1800-541.64-00	MACH & EQUIPMENT	18,500	65,560	0	19,000	19,000	25,000
LEVEL 3	TEXT *GPS ELEVATION AND SLOPE SURVEY EQUIPMENT *GRADALL 3100 4X4 EXCAVATOR *DEFER GRADALL					TEXT AMT 25,000 340,000 340,000- 25,000	
412-1800-541.64-15	ADP EQUIPMENT	0	0	0	20,000	0	0
*	CAPITAL OUTLAY	0	1	863,387	3,168,756	1,278,841	429,000
412-1800-541.71-11	PRINCIPAL INTERNAL LOANS	0	0	133,736	133,736	0	40,653
LEVEL 3	TEXT PRIN ON \$1.1M LOAN FOR CAMBRIDGE BASIN NOTE: LOAN WILL BE PAID OFF IN FY16					TEXT AMT 40,653 40,653	
412-1800-541.72-10	INTEREST BONDS/BANS	15,113	13,201	0	0	0	0
412-1800-541.72-11	INTEREST INTERNAL LOANS	21,153	15,088	8,720	8,720	8,719	2,033
LEVEL 3	TEXT INT ON \$1.1M LOAN FOR CAMBRIDGE BASIN					TEXT AMT 2,033	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NOTE: LOAN WILL BE PAID OFF IN FY16							2,033
*	DEBT SERVICE	36,266	28,289	142,456	142,456	8,719	42,686
412-1800-541.83-00	OTHER GRANTS & AIDS	11,137	0	0	0	0	0
*	GRANTS & AIDE	11,137	0	0	0	0	0
412-1800-541.91-22	TRANSFER TO 001	0	0	0	63,649	63,649	0
412-1800-541.91-58	TRANSFER TO 207 FUND	83,456	0	0	0	0	0
412-1800-599.96-31	414 DRAINAGE BOND SINKING	1,392,804	1,396,002	1,756,425	1,756,425	1,463,688	1,453,369
LEVEL 3	TEXT						TEXT AMT
	2005 STORM						222,935
	2008 STORM						540,768
	2003B CAP IMPRVMT						102,579
	5100 SRF						107,668
	5150 SRF						475,319
	OTHER DEBT SRVC IN 73-00						4,100
							1,453,369
*	TRANSFERS	1,476,260	1,396,002	1,756,425	1,820,074	1,527,337	1,453,369
412-1800-541.99-02	DEPRECIATION EXPENSE	7,259	11,711	0	0	0	0
412-1800-541.99-10	CONTINGENCY	0	0	0	1,750	0	0
412-1800-541.99-60	CAPITAL PROJECT RESERVE	0	0	0	0	0	831,000
LEVEL 3	TEXT						TEXT AMT
	*WHITE ACRES DRAINAGE IMPROVEMENTS						831,000
	(THIS PROJECT IS PENDING AN FY16 STATE GRANT)						831,000
*	NON-OPERATING EXPENSE	7,259	11,711	0	1,750	0	831,000
**	DRAINAGE UTILITY	2,987,029	2,929,267	4,401,158	6,866,206	4,170,576	4,608,062

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
INTERFUND TRANSFERS							
412-1801-581.91-25	IN LIEU OF TAX TRANSFER	189,828	186,277	191,841	191,841	159,867	184,572
412-1801-581.91-29	TRANSFER TO 220 FUND	0	0	0	83,501	69,584	83,628
		LEVEL 3	TEXT 2014	CAP IMPRV BOND (7.2% OF \$1,161,425 DEBT SRV)			TEXT AMT 83,628 83,628
412-1801-581.91-58	TRANSFER TO 207 FUND	0	83,520	83,501	0	0	0
*	TRANSFERS	189,828	269,797	275,342	275,342	229,451	268,200
**	INTERFUND TRANSFERS	189,828	269,797	275,342	275,342	229,451	268,200
***	DRAINAGE UTILITY	3,176,857	3,199,064	4,676,500	7,141,548	4,400,027	4,876,262
****	DRAINAGE CONST OPERATING	3,176,857	3,199,064	4,676,500	7,141,548	4,400,027	4,876,262

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
DRAINAGE BOND SINKING							
414-0000-361.10-00	INTEREST EARNINGS-INVESTM	4,638	5,229	0	0	10,246	0
414-0000-399.10-21	FRM 412 DRAINAGE CONST OP	1,392,804	1,396,002	1,756,425	1,756,425	1,463,688	1,453,369
	LEVEL TEXT						TEXT AMT
	3 2005 STORM						222,935
	2008 STORM						540,768
	2003B CAP IMPRVMNT						102,579
	5100 SRF						107,668
	5150 SRF						475,319
	OTHER DEBT SRVC 73-00						4,100
							1,453,369
* -----		1,397,442	1,401,231	1,756,425	1,756,425	1,473,934	1,453,369
** DRAINAGE BOND SINKING		1,397,442	1,401,231	1,756,425	1,756,425	1,473,934	1,453,369
*** DRAINAGE BOND SINKING		1,397,442	1,401,231	1,756,425	1,756,425	1,473,934	1,453,369
**** DRAINAGE BOND SINKING		1,397,442	1,401,231	1,756,425	1,756,425	1,473,934	1,453,369

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
DRAINAGE UTILITY							
DRAINAGE UTILITY							
414-1800-541.71-10	PRINCIPAL PAYMENT BONDS	0	0	1,323,191	1,323,191	1,278,915	1,049,417
	LEVEL 3	TEXT				TEXT	AMT
		2003B					90,000
		SRF 5100					90,574
		2005 STORM					505,000
		2008 STORM					363,843
		SRF 5150					1,049,417
414-1800-541.72-10	INTEREST BONDS/BANS	447,728	430,119	429,134	429,134	419,575	399,852
	LEVEL 3	TEXT				TEXT	AMT
		2003B					12,579
		SRF 5100					17,094
		SRF 5150					111,476
		2005 STORM					222,935
		2008 STORM					35,768
							399,852
414-1800-541.73-00	OTHER DEBT SERVICE	2,000	2,000	4,100	4,100	2,000	4,100
	LEVEL 3	TEXT				TEXT	AMT
		ARBITRAGE RPT FEE 2005 STORM					3,000
		ESCROW AGENT FEE 2008 STORM					100
		ADMIN FEE 98 STORM					1,000
							4,100
* DEBT SERVICE		449,728	432,119	1,756,425	1,756,425	1,700,490	1,453,369
414-1800-599.96-33	412 DRAINAGE CONST OPERAT	930,004	950,309	0	0	0	0
* TRANSFERS		930,004	950,309	0	0	0	0
** DRAINAGE UTILITY		1,379,732	1,382,428	1,756,425	1,756,425	1,700,490	1,453,369
*** DRAINAGE UTILITY		1,379,732	1,382,428	1,756,425	1,756,425	1,700,490	1,453,369
**** DRAINAGE BOND SINKING		1,379,732	1,382,428	1,756,425	1,756,425	1,700,490	1,453,369

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
WETLAND MITIGATION CREDIT							
416-0000-329.10-05	STATE WETLAND MITIGATION	0	60,000	0	0	0	0
416-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,844	2,605	3,000	3,000	7,131	3,000
416-0000-361.15-00	INTERNAL INTEREST EARNING	11,652	8,825	5,941	5,941	4,456	2,999
416-0000-389.10-00	APPROPRIATED FUND BAL	0	0	63,434	155,098	0	35,776
-----		-----	-----	-----	-----	-----	-----
*		14,496	71,430	72,375	164,039	11,587	41,775
-----		-----	-----	-----	-----	-----	-----
**	WETLAND MITIGATION CREDIT	14,496	71,430	72,375	164,039	11,587	41,775
-----		-----	-----	-----	-----	-----	-----
***	WETLAND MITIGATION CREDIT	14,496	71,430	72,375	164,039	11,587	41,775
-----		-----	-----	-----	-----	-----	-----
****	WETLAND MITIGATION CREDIT	14,496	71,430	72,375	164,039	11,587	41,775

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
BOND PROJECTS							
416-0300-536.12-00	SALARIES AND WAGES	18,106	30,244	0	0	0	0
416-0300-536.21-00	FICA TAXES	1,385	2,310	0	0	0	0
416-0300-536.22-00	RETIREMENT CONTRIBUTIONS	3,866	2,540	0	0	0	0
416-0300-536.23-00	HEALTH INSURANCE	1,084	1,473	0	0	0	0
416-0300-536.24-00	WORKER'S COMPENSATION	16	21	0	0	0	0
416-0300-536.26-00	OPEB / EAP BENEFIT	7	9	0	0	0	0
		-----	-----	-----	-----	-----	-----
* PERSONNEL SERVICES		24,464	36,597	0	0	0	0
416-0300-536.31-13	OTHER PROF. SERVICES	32,876	26,460	71,375	87,170	64,664	0
416-0300-536.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	41,775
LEVEL 3	TEXT					TEXT AMT	
	25% OF CLEAR WATER LONG LEAF CONTRACT					16,125	
	TOTAL CONTRACT \$64,500 WITH 75% CHARGED						
	TO THE 420 FUND AT \$48,375						
	BIOLOGICAL CONSULTING CONTRACT - MITIGATION BANK					10,650	
	BIOLOGICAL CONSULTING CONTRACT - FDEP					15,000	
	(BIOLOGICAL CONSULTING CONTRACTS EXPIRE ON						
	2/28/2016)						
	(LP 7-31-15)						
						41,775	
416-0300-536.52-00	OTHER OPERATING SUPPLIES	0	2,089	0	2,912	0	0
416-0300-536.52-17	AGRICULTURE SUPPLIES	0	0	1,000	73,957	0	0
		-----	-----	-----	-----	-----	-----
* OPERATING EXPENSE		32,876	28,549	72,375	164,039	64,664	41,775
		-----	-----	-----	-----	-----	-----
** BOND PROJECTS		57,340	65,146	72,375	164,039	64,664	41,775
		-----	-----	-----	-----	-----	-----
*** NON DEPARTMENTAL		57,340	65,146	72,375	164,039	64,664	41,775
		-----	-----	-----	-----	-----	-----
**** WETLAND MITIGATION CREDIT		57,340	65,146	72,375	164,039	64,664	41,775

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
2003 & 2012 WS DEBT SVC							
417-0000-361.10-00	INTEREST EARNINGS-INVESTM	4,242	3,376	1,000	1,000	13,764	5,000
		LEVEL 3	TEXT FUND OTHER DEBT SERVICE IN 73-00			TEXT AMT	
417-0000-389.10-00	APPROPRIATED FUND BAL		0	795,384-	795,384-	0	700,000
		LEVEL 3	TEXT UTILIZE DEBT SMOOTHING RESERVE			TEXT AMT 700,000 700,000	
417-0000-399.10-12	FRM 401 WATER/SEWER REV	325,125	464,464	1,676,152	1,676,152	1,396,793	2,210,292
		LEVEL 3	TEXT TRANSFER FROM 401 FOR 2012 W/S NOTE			TEXT AMT 2,210,292 2,210,292	
*		----- 329,367	----- 467,840	----- 881,768	----- 881,768	----- 1,410,557	----- 2,915,292
** 2003 & 2012 WS DEBT SVC		----- 329,367	----- 467,840	----- 881,768	----- 881,768	----- 1,410,557	----- 2,915,292
*** 2003 & 2012 WS DEBT SVC		----- 329,367	----- 467,840	----- 881,768	----- 881,768	----- 1,410,557	----- 2,915,292
**** 2003 & 2012 WS DEBT SVC		----- 329,367	----- 467,840	----- 881,768	----- 881,768	----- 1,410,557	----- 2,915,292

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL BOND PROJECTS							
417-0300-536.71-10	PRINCIPAL PAYMENTS BONDS	0	0	420,000	420,000	420,000	2,475,000
	LEVEL 3 TEXT 2012 W/S					TEXT AMT 2,475,000 2,475,000	
417-0300-536.72-10	INTEREST BONDS	310,933	464,464	460,768	460,768	460,768	435,292
	LEVEL 3 TEXT 2012 W/S					TEXT AMT 435,292 435,292	
417-0300-536.73-00	OTHER DEBT SERVICE	0	0	1,000	1,000	0	5,000
*	DEBT SERVICE	310,933	464,464	881,768	881,768	880,768	2,915,292
**	BOND PROJECTS	310,933	464,464	881,768	881,768	880,768	2,915,292
***	NON DEPARTMENTAL	310,933	464,464	881,768	881,768	880,768	2,915,292
****	2003 & 2012 WS DEBT SVC	310,933	464,464	881,768	881,768	880,768	2,915,292

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
ST REV LOAN FUND DEBT SER							
418-0000-361.10-00	INTEREST EARNINGS-INVESTM	3,536	5,636	0	0	3,792	0
418-0000-389.10-00	APPROPRIATED FUND BAL	0	0	230,442	230,442	0	230,441
	LEVEL 3 TEXT UTILIZE DEBT SMOOTHING RESERVE					TEXT AMT 230,441 230,441	
418-0000-399.10-12	FRM 401 WATER/SEWER REV	1,574,805	1,574,805	1,574,805	1,574,805	1,312,338	1,574,806
	LEVEL 3 TEXT SRF 3030					TEXT AMT 295,477	
	SRF 5080					76,797	
	SRF 5090					29,469	
	SRF 513P					914,135	
	SRF 514S					489,369	
	USAGE OF APPROPRIATED FUND BALANCE IN THE 418 FUND					230,441- 1,574,806	
*-----		1,578,341	1,580,441	1,805,247	1,805,247	1,316,130	1,805,247
** ST REV LOAN FUND DEBT SER		1,578,341	1,580,441	1,805,247	1,805,247	1,316,130	1,805,247
*** ST REV LOAN FUND DEBT SER		1,578,341	1,580,441	1,805,247	1,805,247	1,316,130	1,805,247
**** ST REV LOAN FUND DEBT SER		1,578,341	1,580,441	1,805,247	1,805,247	1,316,130	1,805,247

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL BOND PROJECTS							
418-0300-536.71-10	PRINCIPAL PAYMENTS BONDS	0	0	1,272,774	1,272,774	631,887	1,309,290
	LEVEL 3					TEXT AMT	
						SRF 3030	218,635
						SRF 513P	729,637
						SRF 514S	361,018
							1,309,290
418-0300-536.72-10	INTEREST BONDS	602,464	567,965	532,473	532,473	270,736	495,957
	LEVEL 3					TEXT AMT	
						SRF 3030	76,843
						SRF 5080	76,797
						SRF 5090	29,469
						SRF 513P	184,498
						SRF 514S	128,350
							495,957
*	DEBT SERVICE	602,464	567,965	1,805,247	1,805,247	902,623	1,805,247
418-0300-599.96-14	TO 401 W&S O&M REV	1,202,783	1,237,281	0	0	0	0
*	TRANSFERS	1,202,783	1,237,281	0	0	0	0
**	BOND PROJECTS	1,805,247	1,805,246	1,805,247	1,805,247	902,623	1,805,247
***	NON DEPARTMENTAL	1,805,247	1,805,246	1,805,247	1,805,247	902,623	1,805,247
****	ST REV LOAN FUND DEBT SER	1,805,247	1,805,246	1,805,247	1,805,247	902,623	1,805,247

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
FORESTRY MANAGEMENT							
420-0000-329.50-00	GOPHER TORTOISE RELOC FEE	0	0	0	0	3,250	0
420-0000-361.10-00	INTEREST EARNINGS-INVESTM	2,348	1,700	1,010	1,010	8,364	2,000
420-0000-361.15-00	INTERNAL INTEREST EARNING	8,038	6,087	4,098	4,098	3,074	2,069
420-0000-362.00-00	RENTS & ROYALTIES	76,704	77,991	77,333	77,333	141,310	77,333
	LEVEL 3						
	TEXT					TEXT	AMT
	SMOKEY HUNT CLUB LEASE ANNUAL AMOUNT						77,333
	RENT IS PAID ANNUALLY AND LEASE IS VALID THROUGH						
	AUGUST 2016						
							77,333
420-0000-362.50-00	BILLBOARD RENTAL	48,552	43,140	0	0	34,892	35,000
420-0000-389.10-00	APPROPRIATED FUND BAL	0	0	3,016-	74,627	0	19,027-
	LEVEL 3						
	TEXT					TEXT	AMT
	ORIGINAL REQUEST TO BALANCE BUDGET						15,973
	REDUCE TO ACCOMODATE REVISED REVENUE EST						35,000-
	IN OBJ 50-00 (TR 9-2-15)						
							19,027-
		-----	-----	-----	-----	-----	-----
*		135,642	128,918	79,425	157,068	190,890	97,375
		-----	-----	-----	-----	-----	-----
**	FORESTRY MANAGEMENT	135,642	128,918	79,425	157,068	190,890	97,375
		-----	-----	-----	-----	-----	-----
***	FORESTRY MANAGEMENT	135,642	128,918	79,425	157,068	190,890	97,375
		-----	-----	-----	-----	-----	-----
****	FORESTRY MANAGEMENT	135,642	128,918	79,425	157,068	190,890	97,375

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
420-1000-536.12-00	SALARIES AND WAGES	3,621	6,049	0	0	0	0
420-1000-536.21-00	FICA TAXES	277	462	0	0	0	0
420-1000-536.22-00	RETIREMENT CONTRIBUTIONS	773	508	0	0	0	0
420-1000-536.23-00	HEALTH INSURANCE	217	294	0	0	0	0
420-1000-536.24-00	WORKER'S COMPENSATION	3	4	0	0	0	0
420-1000-536.26-00	OPEB / EAP BENEFIT	1	2	0	0	0	0
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* PERSONNEL SERVICES		4,892	7,319	0	0	0	0
420-1000-536.31-13	OTHER PROF. SERVICES	12,800	0	37,000	78,169	32,175	0
420-1000-536.31-63	PROJECT PROFESSIONAL SERV	50,337	64,912	42,425	76,899	69,762	0
420-1000-536.34-14	CONTRACT SERVICES OTHER	0	0	0	0	0	48,375
LEVEL 3		TEXT		TEXT		AMT	
		75% OF CLEAR WATER LONG LEAF CONTRACT				48,375	
		TOTAL CONTRACT \$64,500 WITH 25% CHARGED					
		TO THE 416 FUND AT \$16,125					
		(LP 7-31-15)					
						48,375	
420-1000-536.34-20	MOWING CONTRACT SERVICE	0	0	0	0	0	49,000
LEVEL 3		TEXT		TEXT		AMT	
		MOWING SERVICES BY SMOKEY HUNT CLUB				24,000	
		(CONTRACT THROUGH 12/30/2016)					
		NEW MOWING CONTRACTS TO BE ESTABLISHED FOR				25,000	
		DITCH CLEANING AND UPKEEP AND PASTURE PROPERTY					
		MOWING FOR PERMIT REQUIREMENTS					
		(LP 7-31-15)					
						49,000	
420-1000-536.40-00	TRAVEL PER DIEM	0	0	0	2,000	1,845	0
-----		-----		-----		-----	
* OPERATING EXPENSE		63,137	64,912	79,425	157,068	103,782	97,375
-----		-----		-----		-----	
** NON DEPTMENTAL		68,029	72,231	79,425	157,068	103,782	97,375
-----		-----		-----		-----	
*** NON DEPARTMENTAL		68,029	72,231	79,425	157,068	103,782	97,375
-----		-----		-----		-----	
**** FORESTRY MANAGEMENT		68,029	72,231	79,425	157,068	103,782	97,375

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
GOLF COURSE OPERATING							
450-0000-335.41-00	MTR FUEL TX REFUND	604	0	500	500	0	0
450-0000-347.30-00	GREEN FEES (GOLF TRUST)	1,216,656	0	460,577	460,577	0	0
450-0000-347.34-00	GOLF RANGE FEE	0	0	38,615	38,615	0	0
450-0000-347.36-00	GOLF COURSE RESTAURANT	283,479	0	192,398	192,398	0	27,000
LEVEL 3	TEXT RESTAURANT RENT (\$2,250 FOR 11 MONTHS)					TEXT AMT 27,000 27,000	
450-0000-347.37-00	GOLF PRO SHOP FEES	89,970	0	55,334	55,334	0	0
450-0000-347.41-00	GOLF CART FEES	0	0	321,782	321,782	0	0
450-0000-347.50-01	AGENT	0	0	0	0	0	1,130,527
LEVEL 3	TEXT *KEMPER REQUEST* COURSE & GROUNDS CARTS RANGE INCLUDES SURCHARGE TO BE BROKEN OUT (TR 7-31-15) CONSOLIDATE FROM OBJECT CODE 37-01 (TR 9-2-15) TRANSFER SURCHARGE TO OBJECT 51-00 (TR 9-2-15) REDUCTION IN REVENUE ESTIMATE (TR 9-2-15)					TEXT AMT 639,554 419,179 35,045 72,053 35,106- 198- 1,130,527	
450-0000-347.51-00	CITY SURCHARGE R&R	0	12,065	28,191	28,191	0	35,106
LEVEL 3	TEXT SEPARATE CITY SURCHARGE FROM 50-01					TEXT AMT 35,106 35,106	
450-0000-361.10-00	INTEREST EARNINGS-INVESTM	865-	317	50	50	910-	0
450-0000-365.10-00	SCRAP SALES	52	0	0	0	0	0
450-0000-369.90-00	MISC REVENUE	0	175	0	0	335	0
450-0000-381.62-00	TRANSFER FROM 508 FUND	0	0	513,000	513,000	479,491	57,930
LEVEL 3	TEXT ADDITIONAL LOAN POOL TRANSFER NEEDED TO BALANCE FUND. NOTE: KEMPER SUBMISSION LOSS OF 79,068 INCREASE BY \$20,000 FOR CONSOLIDATION OF 451 FUND DECREASE \$6,420 DEPRECIATION AS NON CASH EXPENSE DECREASE \$27,000 FOR RESTAURANT RENTAL DECREASE \$7,718 FOR REVISED KEPMER LOSS OF \$71,350					TEXT AMT 92,648 27,000- 7,718- 57,930	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*		1,589,896	12,557	1,610,447	1,610,447	478,916	1,250,563
**	GOLF COURSE OPERATING	1,589,896	12,557	1,610,447	1,610,447	478,916	1,250,563
***	GOLF COURSE OPERATING	1,589,896	12,557	1,610,447	1,610,447	478,916	1,250,563
****	GOLF COURSE OPERATING	1,589,896	12,557	1,610,447	1,610,447	478,916	1,250,563

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
BOND PROJECTS							
450-0300-579.34-01	AGENT	0	0	0	0	0	1,112,155
	LEVEL 3						
	TEXT						TEXT AMT
	KEMPER REQUEST						
	COURSE & GROUNDS						140,488
	CARTS						14,903
	GEN'L & ADMIN						197,730
	MANAGEMENT FEE						65,294
	MARKETING						39,686
	MERCHANDISE COGS						33,673
	PAYROLL, TAXES & BENEFITS						602,572
	PRO SHOP						11,152
	RANGE						6,661
	REDUCTION IN KEMPER EXPENSES (TR 9-2-15)						4-
							1,112,155
450-0300-579.34-14	CONTRACT SERVICES OTHER	2,845	0	89,302	89,302	0	0
450-0300-579.52-47	COGS-MERCHANDISE	0	0	33,710	33,710	0	0
450-0300-579.52-48	COGS-FOOD	0	0	69,373	69,373	0	0
* OPERATING EXPENSE		2,845	0	192,385	192,385	0	1,112,155
450-0300-579.62-01	AGENT	0	0	0	0	0	20,000
	LEVEL 3						
	TEXT						TEXT AMT
	A/C REPLACEMENT						5,000
	DRAINAGE IMPROVEMENTS						2,000
	RESTAURANT UPGRADES						5,000
	MAINTENANCE FACILITY UPGRADES						3,000
	OUTDOOR LIGHTING REPLACEMENT UPGRADES						5,000
							20,000
* CAPITAL OUTLAY		0	0	0	0	0	20,000
450-0300-599.96-29	451 GOLF CRS CAP RESERVE	42,969	38,076	28,191	28,191	0	0
* TRANSFERS		42,969	38,076	28,191	28,191	0	0
450-0300-579.99-02	DEPRECIATION EXPENSE	115,422	114,103	0	0	0	0
* NON-OPERATING EXPENSE		115,422	114,103	0	0	0	0
** BOND PROJECTS		161,236	152,179	220,576	220,576	0	1,132,155

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL		FY2016 PROPOSED
						INC	ENCMBRNCE	
***	NON DEPARTMENTAL	161,236	152,179	220,576	220,576		0	1,132,155

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
* ADMINISTRATION							
450-5300-579.31-13	OTHER PROF. SERVICES	0	0	236,861	236,861	0	0
450-5300-579.34-00	OTHER CONTRACT SERVICES	0	0	141,589	140,089	0	0
450-5300-579.34-14	CONTRACT SERVICES OTHER	865,315	0	0	0	0	0
450-5300-579.41-00	COMMUNICATION SERVICES	0	1,486	0	1,500	1,208	0
450-5300-579.46-12	VEH MAINT/REPAIR	0	0	0	0	739	0
450-5300-579.49-19	TAXES, LICENSES, FEES	240	220	1,247	1,247	159	0
450-5300-579.52-00	OTHER OPERATING SUPPLIES	5,855	9,540	250,000	250,000	11,697	0
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* OPERATING EXPENSE		871,410	11,246	629,697	629,697	13,803	0
450-5300-579.99-02	DEPRECIATION EXPENSE	814	814	6,540	6,540	0	0
-----		-----		-----		-----	
* NON-OPERATING EXPENSE		814	814	6,540	6,540	0	0
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** ADMINISTRATION		872,224	12,060	636,237	636,237	13,803	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	MARKETING						
450-5301-579.31-13	OTHER PROF. SERVICES	0	0	38,945	38,945	0	0
450-5301-579.34-00	OTHER CONTRACT SERVICES	0	0	35,150	35,150	0	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	0	0	74,095	74,095	0	0
450-5301-579.99-02	DEPRECIATION EXPENSE	730	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	NON-OPERATING EXPENSE	730	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
**	MARKETING	730	0	74,095	74,095	0	0
		-----	-----	-----	-----	-----	-----
***	*	872,954	12,060	710,332	710,332	13,803	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
* GOLF COURSE EXPENSE							
450-5400-579.31-13 OTHER PROF. SERVICES		0	0	223,897	223,897	0	0
450-5400-579.34-14 CONTRACT SERVICES OTHER		215,892	0	139,868	139,868	0	0
450-5400-579.44-13 FLEET FINANCING		60,650	61,912	53,939	53,939	44,949	54,140
		LEVEL 3	TEXT EQUIPMENT LEASING			TEXT AMT	
						54,140	54,140
* OPERATING EXPENSE		----- 276,542	----- 61,912	----- 417,704	----- 417,704	----- 44,949	----- 54,140
** GOLF COURSE EXPENSE		----- 276,542	----- 61,912	----- 417,704	----- 417,704	----- 44,949	----- 54,140
*** *		----- 276,542	----- 61,912	----- 417,704	----- 417,704	----- 44,949	----- 54,140

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
* GOLF CARTS							
450-5500-579.31-13	OTHER PROF. SERVICES	0	0	35,844	35,844	0	0
450-5500-579.34-14	CONTRACT SERVICES OTHER	0	0	7,191	7,191	0	0
450-5500-579.44-13	FLEET FINANCING	72,386	72,386	72,386	72,386	60,322	64,268
LEVEL 3 TEXT						TEXT	AMT
							72,180
							7,912-
							64,268
* OPERATING EXPENSE		72,386	72,386	115,421	115,421	60,322	64,268
** GOLF CARTS		72,386	72,386	115,421	115,421	60,322	64,268
*** *		72,386	72,386	115,421	115,421	60,322	64,268

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
* PRO SHOP							
450-5700-579.31-13	OTHER PROF. SERVICES	0	0	23,320	23,320	0	0
450-5700-579.34-14	CONTRACT SERVICES OTHER	167,984	0	8,796	8,796	0	0
		-----	-----	-----	-----	-----	-----
* OPERATING EXPENSE		167,984	0	32,116	32,116	0	0
		-----	-----	-----	-----	-----	-----
** PRO SHOP		167,984	0	32,116	32,116	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
RANGE							
450-5710-579.52-00	OTHER OPERATING SUPPLIES	0	0	4,961	4,961	0	0
*	OPERATING EXPENSE	0	0	4,961	4,961	0	0
**	RANGE	0	0	4,961	4,961	0	0
***	*	167,984	0	37,077	37,077	0	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*	GOLF COURSE RESTAURANT						
450-5800-579.31-13	OTHER PROF. SERVICES	0	0	89,397	89,397	0	0
450-5800-579.34-14	CONTRACT SERVICES OTHER	31,056	0	19,940	19,940	0	0
450-5800-579.41-00	COMMUNICATION SERVICES	1,844	1,581	0	0	1,496	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	32,900	1,581	109,337	109,337	1,496	0
		-----	-----	-----	-----	-----	-----
**	GOLF COURSE RESTAURANT	32,900	1,581	109,337	109,337	1,496	0
		-----	-----	-----	-----	-----	-----
***	*	32,900	1,581	109,337	109,337	1,496	0
		-----	-----	-----	-----	-----	-----
****	GOLF COURSE OPERATING	1,584,002	300,118	1,610,447	1,610,447	120,570	1,250,563

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
GOLF CRSE CAPITAL RESERVE							
451-0000-361.10-00	INTEREST EARNINGS-INVESTM	44	101-	500	500	842	0
451-0000-381.62-00	TRANSFER FROM 508 FUND	0	0	1,250,000	1,250,000	1,250,000	0
451-0000-389.10-00	APPROPRIATED FUND BAL	0	0	18,809	18,809	0	0
451-0000-399.10-47	FRM 450 GOLF COURSE OPER	42,969	38,076	28,191	28,191	0	0
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*		43,013	37,975	1,297,500	1,297,500	1,250,842	0
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**	GOLF CRSE CAPITAL RESERVE	43,013	37,975	1,297,500	1,297,500	1,250,842	0
-----		-----	-----	-----	-----	-----	-----
***	GOLF CRSE CAPITAL RESERVE	43,013	37,975	1,297,500	1,297,500	1,250,842	0
-----		-----	-----	-----	-----	-----	-----
****	GOLF CRSE CAPITAL RESERVE	43,013	37,975	1,297,500	1,297,500	1,250,842	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
BOND PROJECTS							
451-0300-579.34-14	CONTRACT SERVICES OTHER	0	0	0	0	3,750	0
451-0300-579.46-10	GENERAL EQUIP MAINT	775-	0	0	0	0	0
451-0300-579.46-16	BUILDING REPAIRS	20,718	12,130	0	1,370	1,370	0
451-0300-579.49-20	EQUIPMENT NON-CAPITAL	5,030	29,156	0	5,295	5,295	0
451-0300-579.52-00	OTHER OPERATING SUPPLIES	0	1,685	0	0	0	0
451-0300-579.52-17	AGRICULTURE SUPPLIES	1,897	0	0	0	0	0
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* OPERATING EXPENSE		26,870	42,971	0	6,665	10,415	0
451-0300-579.62-00	BUILDINGS AND IMP. TO	0	0	0	465,043	146,768	0
451-0300-579.62-12	GOLF COURSE	0	0	47,500	25,006	0	0
451-0300-579.63-00	IMP. OTHER THAN BLDGS	21,730	0	1,250,000	784,957	704,103	0
451-0300-579.63-99	FIXED ASSET TRANSFERS	84,961-	0	0	0	0	0
451-0300-579.64-00	MACH & EQUIPMENT	63,231	0	0	0	0	0
451-0300-579.64-15	COMPUTER EQUIPMENT	0	0	0	6,405	6,405	0
-----		-----		-----		-----	
* CAPITAL OUTLAY		0	0	1,297,500	1,281,411	857,276	0
451-0300-579.99-10	CONTINGENCY	0	0	0	9,424	0	0
-----		-----		-----		-----	
* NON-OPERATING EXPENSE		0	0	0	9,424	0	0
-----		-----		-----		-----	
** BOND PROJECTS		26,870	42,971	1,297,500	1,297,500	867,691	0
-----		-----		-----		-----	
*** NON DEPARTMENTAL		26,870	42,971	1,297,500	1,297,500	867,691	0
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**** GOLF CRSE CAPITAL RESERVE		26,870	42,971	1,297,500	1,297,500	867,691	0

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
INFORMATION TECHNOLOGY							
501-0000-341.20-12	WATER AND SEWER FD (401)	363,683	423,153	412,856	412,856	344,047	410,900
501-0000-341.20-16	GENERAL FUND (001)	665,348	774,151	755,314	755,314	629,428	674,842
501-0000-341.20-17	SOLID WASTE FUND (410)	158,323	184,214	179,732	179,732	149,777	182,305
501-0000-341.20-21	DRAINAGE FUND (412)	151,098	175,807	171,528	171,528	142,940	189,015
501-0000-341.20-24	VEHICLE MAINT. FD (503)	32,822	38,189	37,261	37,261	31,051	57,642
501-0000-341.20-56	BUILDING MAINT. FD (506)	3,582	4,168	4,066	4,066	3,388	7,160
501-0000-341.20-69	CD BLDG SPECIAL REV 109	102,315	119,049	116,152	116,152	96,793	103,138
501-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,445	459	1,500	1,500	4,043	1,500
501-0000-364.41-00	EQUIPMENT	0	345	0	0	0	0
501-0000-369.90-00	MISC REVENUE	0	419	0	0	768	0
501-0000-381.16-00	TRANSFER FROM 001	0	0	0	1,911	1,911	0
501-0000-389.10-00	APPROPRIATED FUND BAL	0	0	32,286	129,452	0	321,420
LEVEL		TEXT				TEXT AMT	
3		FY16 USAGE OF APPR. EQUITY				350,000	
		REDUCE USAGE TO BALANCE FUND				20,067-	

		REDUCE USAGE DUE TO OVERALL REDUCTION IN EXPENSES				8,513-	
		*REDUCE SAL & BENES 9,899					
		*INCREASE 506 TRANSFER BY \$1,386					
		*NET DECREASE TOTALS \$8,513					
		(LP 9-2-15)					
						321,420	
*-----		1,478,616	1,719,954	1,710,695	1,809,772	1,404,146	1,947,922
**-----		1,478,616	1,719,954	1,710,695	1,809,772	1,404,146	1,947,922
***-----		1,478,616	1,719,954	1,710,695	1,809,772	1,404,146	1,947,922
****-----		1,478,616	1,719,954	1,710,695	1,809,772	1,404,146	1,947,922

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
DATA PROCESSING							
DATA PROCESSING							
501-0700-519.12-00	SALARIES AND WAGES	579,648	518,499	539,688	541,151	502,008	595,889
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					538,321	
	3.0% WAGE INCREASE					17,502	
	NEW SYSTEMS ADMINISTRATOR					50,564	
	DOWNGRADE NETWORK ADMINISTRATOR					2,887-	
	REDUCE NEW ADMIN SVC SALARY, DEFER SYSTEMS ADMIN					7,611-	
	1 MONTH (TR 9-2-15)						
						595,889	
501-0700-519.12-11	COMPENSATED ABSENCE	15,139-	1,809	0	0	0	0
501-0700-519.14-00	OVERTIME	0	0	2,050	2,050	815	0
501-0700-519.21-00	FICA TAXES	41,010	37,391	41,450	41,558	36,457	45,593
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					41,187	
	3.0% WAGE INCREASE					1,340	
	NEW SYSTEMS ADMINISTRATOR					3,869	
	DOWNGRADE NETWORK ADMINISTRATOR					221-	
	REDUCE NEW ADMIN SVC SALARY, DEFER SYSTEMS ADMIN					582-	
	1 MONTH (TR 9-2-15)						
						45,593	
501-0700-519.22-00	RETIREMENT CONTRIBUTIONS	82,383	60,308	63,045	63,229	57,037	71,798
	LEVEL 3						
	TEXT					TEXT AMT	
	CURRENT STAFF					66,567	
	3.0% WAGE INCREASE					2,139	
	NEW SYSTEMS ADMINISTRATOR					5,057	
	DOWNGRADE NETWORK ADMINISTRATOR					289-	
	REDUCE NEW ADMIN SVC SALARY, DEFER SYSTEMS ADMIN					1,676-	
	1 MONTH (TR 9-2-15)						
						71,798	
501-0700-519.23-00	HEALTH INSURANCE	57,541	55,120	69,580	69,736	54,919	79,804
	LEVEL 3						
	TEXT					TEXT AMT	
	HEALTH					67,163	
	DENTAL					4,433	
	LIFE					1,667	
	3.0% ON LIFE					53	
	NEW SYSTEMS ADMINISTRATOR (HEALTH, DENTAL, LIFE)					6,521	
	DOWNGRADE NETWORK ADMINISTRATOR					9-	
	REDUCE NEW ADMIN SVC SALARY, DEFER SYSTEMS ADMIN					24-	
	1 MONTH (TR 9-2-15)						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							79,804
501-0700-519.24-00	WORKER'S COMPENSATION	503	466	497	497	503	528
	LEVEL 3 TEXT					TEXT AMT	
							475
							17
							45
							3-
							6-
							528
501-0700-519.26-00	EAP BENEFIT	438	417	419	419	388	456
	LEVEL 3 TEXT					TEXT AMT	
							419
							37
							456
* PERSONNEL SERVICES		746,384	674,010	716,729	718,640	652,127	794,068
501-0700-519.31-13	OTHER PROF. SERVICES	56,684	43,735	123,500	177,157	111,091	83,500
	LEVEL 3 TEXT					TEXT AMT	
							25,000
							10,000
							500
							15,000
							10,000
							10,000
							7,000
							5,000
							1,000
							83,500
501-0700-519.40-00	TRAVEL PER DIEM	1,160	9,828	3,000	8,000	4,663	3,000
	LEVEL 3 TEXT					TEXT AMT	
							3,000
							3,000
501-0700-519.40-10	EMPLOYEE TRAINING	7,859	845	18,000	19,500	19,369	18,000
	LEVEL 3 TEXT					TEXT AMT	
							18,000
							18,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
501-0700-519.41-00	COMMUNICATION SERVICES	122,390	116,792	119,813	124,080	110,644	103,613
	LEVEL 3						
	TEXT					TEXT AMT	
	CELL PHONE SERVICE-ATT WIRELESS					3,100	
	EOC CABLE SERVICE-OLD PD SATELLITE DISH					503	
	IT PHONES CHARGES & CUSTOMER SVC ALARM					1,250	
	LAPTOP AIRCARDS-IT/ADM SVC DIRECTOR/2 LOANERS					1,500	
	FLEET GPS AIR CHARGES - IT WORK TRUCKS					1,260	
	FRAME RELAY / DSL / INTRALATA SERVICE-ATT LINES					6,000	
	INTERNET BACKBONE (CITY HALL / FIRE STATIONS)					90,000	
						103,613	
501-0700-519.44-13	FLEET FINANCING	159,705	152,009	185,964	185,964	154,970	359,499
	LEVEL 3						
	TEXT					TEXT AMT	
	FY16 FLEET & EQUIPMENT LEASE COST					374,676	
	*REDUCED DUE TO MOVING \$300K OF THE ERP					15,177-	
	CIP REQUEST FROM FY16 TO FY17						
						359,499	
501-0700-519.45-19	VEHICLE INSURANCE	750	1,125	788	788	657	745
501-0700-519.46-10	GENERAL EQUIP MAINT	36,584	51,911	78,793	68,793	16,851	80,854
	LEVEL 3						
	TEXT					TEXT AMT	
	ACOM CHECK PRINTERS & HARDWARE					2,241	
	AS400 @ CITY HALL					9,093	
	AS400 - EMERGENCY BACKUP					4,852	
	CISCO SMARTNET-NETWORKING EQUIP MAINT-CITYWIDE					20,000	
	DIGITAL RECORDING SYSTEM - COUNCIL CHAM. & CITY CL					1,600	
	FPL FIBER OPTIC CABLE LAND RENT FEE					3,000	
	IBM PRINTERS, OPTICAL LIBRARY, & DISK EXPANSION					8,815	
	IT LANIER COPIER -IT PHOTOCOPIER					342	
	OAK STREET CONDUIT					511	
	PROLIANT SERVERS-3 PHYSICAL HP SERVERS					2,000	
	SERVER ROOM FIRE ALARM					4,500	
	SERVER ROOM UPS-APC FOR SERVER ROOM					3,900	
	CITY WIDE CAMERA MAINT-REPAIR/MAINT AXIS DIG CAM.					10,000	
	ALIENTVAULT MAINT-INSTRUSION DETECTION EQUIP					10,000	
						80,854	
501-0700-519.46-12	VEH MAINT/REPAIR	3,030	3,897	3,000	3,000	2,208	3,000
501-0700-519.46-18	CONT MAINT/COMM EQUIP	617	575	4,000	4,000	160	4,000
	LEVEL 3						
	TEXT					TEXT AMT	
	NEW/REPLACEMENT/REPAIRS OF PHONES & AIRCARDS					4,000	
						4,000	
501-0700-519.46-36	GENERAL SOFTWARE MAINT	196,146	181,871	202,616	206,555	164,347	202,450

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LEVEL						
	3						
	TEXT					TEXT	AMT
	HTE MODULE BREAKDOWN						25,000
	BARCODE INTERFACE						2,160
	CLICK2GOV APPLICANTS						2,980
	CLICK2GOV BP						2,703
	CLICK2GOV CORE MODULE EMBEDDED						1,219
	CLICK2GOV CX						2,947
	HTE CLIENT						4,125
	NAVI - ACCOUNTS RECEIVABLE						4,192
	NAVI - ASSET MANAGEMENT I						2,900
	NAVI - BUILDING PERMITS						7,000
	NAVI - CASH RECEIPTS						3,014
	NAVI - CODE ENFORCEMENT						3,025
	NAVI - CUSTOMER INFO SYSTEMS						13,362
	NAVI - DMS						1,100
	NAVI - FLEET MANAGEMENT						5,738
	NAVI - GMBA W/ EXTENDED REPORTING						11,900
	NAVI - LAND /PARCEL MANAGEMENT						3,100
	NAVI - LOANS MODULE						2,370
	NAVI - PAYROLL / PERSONNEL						5,000
	NAVI - PLANNING / ENGINEERING						5,000
	NAVI - PURCHASING INVENTORY						6,600
	NAVI - BUSINESS LICENSES						3,025
	NAVI - SPECIAL ASSESSMENTS						750
	ONE POINT SOLUTION						2,000
	QREP ADMINISTRATOR						325
	QREP END USER						5,000
	TIME KEEPING INTERFACE						675
	ACOM SOFTWARE/MODULES						9,000
	ARCGIS SERVER						7,900
	BARCODE INVENTORY						2,200
	COUNTY ACCESS LICENSES						1,620
	DOMAIN NAME SERVICE-DNSMADEEASY.COM						300
	EMAIL ARCHIVE / BACKUP-SYMANTEC ENTERPRISE VAULT						5,370
	ONBASE-DOCUMENT IMAGING						6,000
	SPAM FILTER -BARACUDA EMAIL/SPAM/VIRUS/MALWARE						2,000
	TIME & ATTENDANCE-EXECUTIME						3,750
	WORKORDER SYSTEM-HELPDESK SOFTWARE						3,800
	ZIPCODE SOFTWARE						2,500
	NAVI- WORKORDER MODULE						6,000
	NAVI - CONTRACT MODULE						6,000
	NEOGOV						7,400
	CITY WIDE CAMERA LICENSE-GENETEC SECURITY SYSTEM						7,000
	ADAUDIT-ACTIVE DIRECTOR LOGGIN & REPORTING						2,000
	SMS SOFTWARE-REVERSE TEXTING SERVICE						2,400
							202,450

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
501-0700-519.49-02	COMPUTER SOFTWARE	31,545	29,897	41,681	52,230	35,420	56,400
	LEVEL 3 TEXT					TEXT AMT	
							4,500
							15,000
							6,000
							1,000
							2,500
							10,000
							13,500
							3,900
							56,400
501-0700-519.49-16	COMPUTER HARDWARE	65,291	45,968	36,275	51,275	38,625	61,000
	LEVEL 3 TEXT					TEXT AMT	
							3,000
							20,000
							2,000
							2,000
							2,000
							6,000
							5,000
							6,000
							15,000
							61,000
501-0700-519.49-64	INSURANCE 504	32,114	28,717	34,697	34,697	28,914	36,172
501-0700-519.49-66	TRF TO 506 BLDG MAINT FD	34,352	41,997	38,478	38,478	32,065	33,460
	LEVEL 3 TEXT					TEXT AMT	
							32,074
							1,386
							33,460
501-0700-519.49-90	ADMIN SERVICES FEES	87,924	90,098	90,313	90,313	75,261	80,120
501-0700-519.51-00	OFFICE SUPPLIES	3	0	0	0	0	0
501-0700-519.52-00	OTHER OPERATING SUPPLIES	11,197	8,869	10,946	10,946	7,097	11,046
	LEVEL 3 TEXT					TEXT AMT	
							300
							900
							500
							500
							1,000
							500
							2,000
							420

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	LASERJET CARTRIDGES						1,200
	PC TOOL REPLACEMENTS						250
	PERSONNEL ACTION FORMS						1,125
	RIBBONS						300
	SHIPPING						700
	TAPE CASES						100
	TAPE LABELS						100
	TIME CARDS						551
	PENS, CLIPS, STAPLES, PAPER TOWELS, PADS ETC.						600
							11,046
501-0700-519.52-10	GAS, DIESEL, OIL & GREASE	343	287	1,002	1,002	190	718
	LEVEL 3 TEXT					TEXT AMT	
	FUEL 287 GALS @ \$2.50						718
							718
501-0700-519.52-15	POSTAL SERVICE	9	32	100	100	45	100
501-0700-519.54-00	DUES & MEMBERSHIPS	195	195	500	500	494	500
	LEVEL 3 TEXT					TEXT AMT	
	FLGISA MEMBERSHIP J HICKS						250
	OTHER DUES/MEMBERSHIPS						250
							500
501-0700-519.54-01	BOOKS & SUBSCRIPTIONS	0	175	500	500	114	500
	LEVEL 3 TEXT					TEXT AMT	
	ORIGINAL REQUEST						500
							500
* OPERATING EXPENSE		847,898	808,823	993,966	1,077,878	803,185	1,138,677
501-0700-519.63-99	FIXED ASSET TRANSFERS	0	11,072	0	0	0	0
501-0700-519.64-15	ADP EQUIPMENT	0	11,072	0	13,254	0	0
* CAPITAL OUTLAY		0	0	0	13,254	0	0
501-0700-519.99-02	DEPRECIATION EXPENSE	15,778	15,488	0	0	0	0
501-0700-519.99-10	CONTINGENCY	0	0	0	0	0	15,177
	LEVEL 3 TEXT					TEXT AMT	
	BUDGETING CONTINGENCY TO BALANCE FUND						15,177
	SINCE WE REDUCED THE 44-13 ACCOUNT						
	(LP 7-31-15)						
							15,177

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
*	NON-OPERATING EXPENSE	15,778	15,488	0	0	0	15,177
**	DATA PROCESSING	1,610,060	1,498,321	1,710,695	1,809,772	1,455,312	1,947,922
***	DATA PROCESSING	1,610,060	1,498,321	1,710,695	1,809,772	1,455,312	1,947,922
****	INFORMATION TECHNOLOGY	1,610,060	1,498,321	1,710,695	1,809,772	1,455,312	1,947,922

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	VEHICLE MAINTENANCE						
	VEHICLE MAINTENANCE						
503-4500-519.12-00	SALARIES AND WAGES	255,725	218,375	204,335	204,335	181,702	210,914
	LEVEL 3						
	TEXT					TEXT	AMT
	WAGES						200,571
	BOOT ALLOWANCE						825
	3.0% WAGE INCREASE						6,018
	ACCRUAL BUY BACK/PAYOUT						3,500
							210,914
503-4500-519.12-11	COMPENSATED ABSENCE	16,327-	3,970-	0	0	0	0
503-4500-519.14-00	OVERTIME	4,561	3,313	4,500	4,500	2,201	4,500
	LEVEL 3						
	TEXT					TEXT	AMT
	AFTER HOUR CALL OUTS AND SUPPORT OF SPECIAL EVENTS						4,500
							4,500
503-4500-519.21-00	FICA TAXES	17,870	15,949	15,979	15,979	13,527	16,482
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF						16,024
	3.0% WAGE INCREASE						458
							16,482
503-4500-519.22-00	RETIREMENT CONTRIBUTIONS	29,857	26,353	25,354	25,354	22,853	30,432
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF						29,546
	3.0% WAGE INCREASE						886
							30,432
503-4500-519.23-00	HEALTH INSURANCE	35,157	37,525	36,836	36,836	34,270	38,828
	LEVEL 3						
	TEXT					TEXT	AMT
	HEALTH						35,820
	DENTAL						2,364
	LIFE						624
	3.0% ON LIFE						20
							38,828
503-4500-519.24-00	WORKER'S COMPENSATION	2,403	2,308	2,436	2,436	2,688	2,560
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF						2,485
	3.0% WAGE INCREASE						75
							2,560

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
503-4500-519.26-00	EAP BENEFIT	237	242	223	223	207	223
* PERSONNEL SERVICES		329,483	300,095	289,663	289,663	257,448	303,939
503-4500-519.31-13	OTHER PROF. SERVICES	0	1,945	0	0	0	0
503-4500-519.34-15	TEMP HELP SERVICE FEE	0	7,610	0	0	0	0
503-4500-519.40-00	TRAVEL PER DIEM	0	0	1,000	450	441	2,000
LEVEL 3	TEXT TRAVEL PER DIEM (CERTIFICATION 7 TRAINING)					TEXT AMT 2,000 2,000	
503-4500-519.40-10	EMPLOYEE TRAINING	654	1,992	3,000	3,171	3,370	3,000
503-4500-519.41-00	COMMUNICATION SERVICES	1,582	2,101	2,100	3,095	1,968	2,100
LEVEL 3	TEXT E. J. WARD GPS MONITORING FLEET MANAGER PHONE					TEXT AMT 1,200 900 2,100	
503-4500-519.44-10	EQUIP/OTHER RENTAL/LEASE	0	4,000	0	0	0	0
503-4500-519.44-13	FLEET FINANCING	47,893	39,190	47,668	47,668	39,723	38,503
503-4500-519.44-14	INVENTORY SHORT/OVER	136-	4,979	0	0	0	0
503-4500-519.45-19	VEHICLE INSURANCE	3,375	3,000	3,000	3,000	0	2,608
503-4500-519.46-10	GENERAL EQUIP MAINT	3,975	3,122	5,637	12,937	14,121	12,200
LEVEL 3	TEXT FUEL SYSTEM SOFTWARE MAINTENANCE ALL DATA VEHICAL REPAIR SOFTWARE MITCHELL VEHICAL REPAIR SOFTWARE (HEAVYDUTY VEHC.) FUEL TANK LEAK MONITORING MAINTENANCE SERVICE					TEXT AMT 7,000 2,500 1,300 1,400 12,200	
503-4500-519.49-61	DATA PROCESSING 501	32,822	38,189	37,261	37,261	31,051	57,642
503-4500-519.49-64	INSURANCE 504	17,517	16,752	18,505	18,505	15,421	19,292
503-4500-519.49-66	TRF TO 506 BLDG MAINT FD	27,850	29,645	26,398	26,398	21,999	21,758
LEVEL 3	TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 20,478 1,280 21,758	
503-4500-519.49-90	ADMIN SERVICES FEES	41,664	48,244	46,756	46,756	38,963	43,509
503-4500-519.52-00	OTHER OPERATING SUPPLIES	12,628	28,018	25,000	22,000	27,163	25,000
LEVEL 3	TEXT AIRGAS (WELDING SUPPLIES) SHOP SUPPLIES					TEXT AMT 2,000 23,000	

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							25,000
503-4500-519.52-07	OBSOLETE INVENTORY	9,315	0	0	0	0	0
503-4500-519.52-10	GAS, DIESEL, OIL & GREASE	15,927	15,369	13,142	17,000	15,061	20,000
	LEVEL 3 TEXT SHOP USE GAS, DIESEL, OIL, & GREASE BULK OIL & GREASE (NEEDS ACCOUNT) NOTE: FINANCE WILL SET UP A NEW ACCOUNT AND MOVE THE \$15,000						20,000
							3,500
							15,000
							20,000
503-4500-519.52-12	UNIFORMS	4,013	4,396	3,500	4,000	4,025	3,500
	LEVEL 3 TEXT UNIFORMS						3,500
							3,500
503-4500-519.52-20	VEHICLE PARTS	287,873	304,656	408,242	409,255	349,498	408,242
503-4500-519.54-00	DUES & MEMBERSHIPS	0	340	0	488	0	0
*	OPERATING EXPENSE	506,952	553,548	641,209	651,984	562,804	659,354
503-4500-519.63-99	FIXED ASSET TRANSFERS	231,930	10,130	0	0	0	0
503-4500-519.64-00	MACH & EQUIPMENT	231,930	10,130	0	10,924	0	18,000
	LEVEL 3 TEXT HEAVY EQUIPMENT LIFT						18,000
							18,000
503-4500-519.64-15	ADP EQUIPMENT	0	0	0	22,500	0	0
*	CAPITAL OUTLAY	0	0	0	33,424	0	18,000
503-4500-519.99-02	DEPRECIATION EXPENSE	1,603	935	0	0	0	0
*	NON-OPERATING EXPENSE	1,603	935	0	0	0	0
**	VEHICLE MAINTENANCE	838,038	854,578	930,872	975,071	820,252	981,293
***	VEHICLE MAINTENANCE	838,038	854,578	930,872	975,071	820,252	981,293
****	VEHICLE MAINTENANCE SER.	838,038	854,578	930,872	975,071	820,252	981,293

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
RISK MANAGEMENT FUND							
504-0000-341.20-12	WATER AND SEWER FD (401)	273,491	237,820	324,078	324,078	270,065	324,994
504-0000-341.20-16	GENERAL FUND (001)	717,411	589,207	810,619	810,619	675,516	832,479
504-0000-341.20-17	SOLID WASTE FUND (410)	9,343	8,017	10,332	10,332	8,610	10,611
504-0000-341.20-19	IT FUND (501)	32,114	28,717	34,697	34,697	28,914	36,172
504-0000-341.20-20	W/C PERSONAL SERVICES	217,626	228,482	254,039	254,039	256,014	272,713
504-0000-341.20-21	DRAINAGE FUND (412)	42,624	35,298	51,659	51,659	43,049	53,695
504-0000-341.20-24	VEHICLE MAINT. FD (503)	17,517	16,752	18,505	18,505	15,421	19,292
504-0000-341.20-41	VEHICLE INSURANCE	112,596	121,753	106,609	106,609	88,841	100,901
504-0000-341.20-55	TAX INCRMT EASTPORT (102)	876	1,197	0	0	0	0
504-0000-341.20-56	BUILDING MAINT. FD (506)	13,517	11,080	18,135	18,135	15,113	21,317
504-0000-341.20-57	TAX INCRMT TOWNCENTER 103	1,168	479	0	0	0	0
504-0000-341.20-67	RECREATION FACILITIES 106	1,460	2,705	0	0	0	0
504-0000-341.20-69	CD BLDG SPECIAL REV 109	22,743	18,642	30,194	30,194	25,162	31,477
504-0000-361.10-00	INTEREST EARNINGS-INVESTM	5,039	5,595	6,000	6,000	10,602	6,000
504-0000-369.30-00	INS. PROCEEDS	0	67,792	0	78,533	82,264	0
504-0000-369.35-00	SETTLEMENT PROCEEDS	0	100	0	0	0	0
504-0000-369.90-00	MISC REVENUE	0	5	0	0	33	0
504-0000-381.16-00	TRANSFER FROM 001	0	0	0	4,104	4,104	0
504-0000-389.10-00	APPROPRIATED FUND BAL	0	0	226,971	233,313	0	53,644

LEVEL	TEXT	TEXT AMT
3	FY16 USAGE OF APPR. EQUITY	400,000
	REDUCE USE OF FUND BALANCE	360,043-
	(TR 9-2-15)	
	INCREASE USE OF FUND BALANCE TO ADDRESS INC IN	13,687
	FLOOD INSURANCE, REUSE PLANT BLDGS (TR 9-3-15)	
		53,644

*		1,467,525	1,373,641	1,891,838	1,980,817	1,523,708	1,763,295
**	RISK MANAGEMENT FUND	1,467,525	1,373,641	1,891,838	1,980,817	1,523,708	1,763,295
***	RISK MANAGEMENT FUND	1,467,525	1,373,641	1,891,838	1,980,817	1,523,708	1,763,295
****	RISK MANAGEMENT FUND	1,467,525	1,373,641	1,891,838	1,980,817	1,523,708	1,763,295
		1,467,525	1,373,641	1,891,838	1,980,817	1,523,708	1,763,295

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL NON DEPTMENTAL 504-1000-519.12-00	SALARIES AND WAGES	201,323	160,671	198,510	203,002	186,477	209,942
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	205,704
						3.0% WAGE INCREASE	6,171
						REDUCE NEW ADMIN SVC DIRECTOR SALARY(SPLIT FUNDED) (TR 9-2-15)	1,933-
							209,942
504-1000-519.12-11	COMPENSATED ABSENCE	17,033-	4,448-	0	0	0	0
504-1000-519.14-00	OVERTIME	2,314	1,623	3,000	3,000	1,249	2,500
504-1000-519.21-00	FICA TAXES	13,270	11,084	15,418	15,755	12,976	16,254
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	15,931
						3.0% WAGE INCREASE	472
						REDUCE NEW ADMIN SVC DIRECTOR SALARY(SPLIT FUNDED) (TR 9-2-15)	149-
							16,254
504-1000-519.22-00	RETIREMENT CONTRIBUTIONS	32,778	18,983	23,391	23,786	22,454	27,850
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	26,442
						3.0% WAGE INCREASE	793
						ADJ FOLLOWING REVIEW/NEW ADMIN SVC SALARY CHANGE	615
							27,850
504-1000-519.23-00	HEALTH INSURANCE	15,494	15,436	20,234	20,568	17,767	21,710
	LEVEL 3					TEXT AMT	
						HEALTH	19,403
						DENTAL	1,281
						LIFE	640
						30.% ON LIFE	18
						REDUCE NEW ADMIN SVC DIRECTOR SALARY(SPLIT FUNDED) AND ADJUST FOLLOWING REVIEW (TR 9-2-15)	368
							21,710
504-1000-519.24-00	WORKER'S COMPENSATION	155	122	165	167	160	174
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	171
						3.0% WAGE INCREASE	4
						REDUCE NEW ADMIN SVC DIRECTOR SALARY(SPLIT FUNDED) (TR 9-2-15)	1-

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	IP PHONE LINE						100
	MOBILE PHONE FOR RISK MANAGER						800
	CONFIDENTIAL MEDICAL FAX ANNUAL FEE						400
	EXCEEDS 5%. ADDED EXPENSE OF CONFIDENTIAL FAX.						
	GOAL#6: ORGANIZATIONAL EXCELLENCE						
	OBJECTIVE #5: CONTINUOUS IMPROVEMENT						
							1,300
504-1000-519.45-10	COMMERCIAL POLICY INS	865,713	965,752	1,046,815	955,857	857,400	817,381
LEVEL 3	TEXT					TEXT AMT	
	FMIT INSURANCE PACKAGE (LIABILITY/PROP/AUTO)						988,000
	BROWN AND BROWN FID LIABILITY						3,224
	BROWN AND BROWN PO BUSINESS PARK						884
	BROWN AND BROWN FLOOD INSURANCE						33,400
	BROWN AND BROWN POLLUTION LIABILITY						33,240
	OTHER POLICIES AND PLANS						19,491
	PGIT						7,000
	JW EDENS WAIVER OF RECOURSE						75
	EXECUTIVE TRAVEL LIABILITY						1,300
	BROWN AND BROWN ACCIDENTAL DEATH & DISMEMBERMENT						4,296
	BROWN AND BROWN FLOOD INSURANCE (APRIL POLICY)						1,877
	REDUCE ESTIMATE BASED ON FMIT QUOTE (TR 9-2-15)						289,093-
	INCREASE COST OF FLOOD INSURANCE (TR 9-3-15)						9,693
	INCREASE COST OF REUSE PLANT INSURANCE (TR 9-3-15)						3,994
							817,381
504-1000-519.45-16	WORKERS COMP INSURANCE	244,453	252,281	270,911	361,869	329,905	276,665
LEVEL 3	TEXT					TEXT AMT	
	FMIT WC INS PLAN ANNUAL PREMIUM						325,500
	ALT SERV CONCEPTS						5,000
	PGCS WC CLAIMS DEDUCTIBLES						2,000
	OTHER WC CLAIMS DEDUCTIBLES/PLAN EXPENSES						14,015
	REDUCTION PER FMIT QUOTE (TR 9-2-15)						69,850-
							276,665
504-1000-519.45-20	CLAIMS LOSS	207,989	152,547	181,743	264,928	218,252	181,243
LEVEL 3	TEXT					TEXT AMT	
	AMERISYS WC SCRIPT CLAIMS LOSS MANAGEMENT						1,000
	MYMATRIX PRESCRIPTION CLAIMS LOSS MANAGEMENT						2,000
	**ADVANCED URGENT CARE WORKERS COMP DRUG TESTING						1,000
	FMIT UNDER DEDUCTIBLE ANNUAL CLAIMS LOSS						120,000
	CLAIMS LOSS RESERVES ANNUAL BILLINGS						57,243
	**ONE CARE - RISK AVOIDANCE DRUG TESTING						2,500
	**CENTRA CARE - RISK AVOIDANCE DRUG TESTING						1,000
	**INFECTION CONTROL PROG - RISK AVOIDANCE TESTING						5,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	HALIFAX HEALTH - EMPLOY MED WC CLAIMS						1,000
	**FLORIDA HEALTH CARE AFTERHOURS DRUG TESTING						2,000

	**ITEMS WITH TWO STARS WERE MOVED TO OBJECT 31-13 PER THE CM (LP 9/2/15)						11,500-
							181,243
504-1000-519.46-10	GENERAL EQUIP MAINT	0	0	0	0	5	0
504-1000-519.47-00	PRINTING AND BINDING	0	0	250	250	0	1,430
	LEVEL 3 TEXT					TEXT AMT	
	NEW EMPLOYEE ORIENTATION RISK AND SAFETY PACKETS						100
	DOT RANDOM TESTING PROGRAM TRAINING MATERIALS						100
	DRUG FREE WORKPLACE PROGRAM TRAINING MATERIALS						100
	SAFETY TRAINING MATERIALS						100
	WORKERS COMP, OTHER LIABILITY COPY MATERIALS						200
	RISK DEPT 1/4 SHARE OF CLERK'S COPIER						830
	OVER 5%. INCREASE DUE TO PROACTIVE TRAINING						
	GOAL #6: ORGANIZATIONAL EXCELLENCE						
	OBJECTIVE #5: CONTINUOUS IMPROVEMENT						1,430
504-1000-519.49-19	LICENSES, TAXES & FEES	0	684	0	0	460	0
504-1000-519.49-20	NON CAPITAL EQUIPMENT	0	0	0	0	0	400
	LEVEL 3 TEXT					TEXT AMT	
	CONFIDENTIAL FAX MACHINE AND PHONE LINE INSTAL						400
	EXCEEDS 5%: GOAL #6: ORGANIZATIONAL EXCELLENCE						
	OBJECTIVE #5: CONTINUED IMPROVEMENT						400
504-1000-519.49-90	ADMIN SERVICES FEES	84,312	73,701	88,744	88,744	73,953	89,715
504-1000-519.51-00	OFFICE SUPPLIES	371	674	1,820	3,510	2,776	1,820
504-1000-519.52-00	OTHER OPERATING SUPPLIES	283	607	716	716	10	1,100
	LEVEL 3 TEXT					TEXT AMT	
	OTHER GOVERNMENTAL SERVICES						350
	SAFETY VESTS, HARD HATS, GLOVES, SAFETY GLASSES						350
	SAFETY TRAINING MATERIALS AND TRAINING VIDEOS						200
	FIRST AID KIT REPLENISHMENTS						200
	EXCEEDS 5%: GOAL #6: ORGANIZATIONAL EXCELLENCE						
	OBJECTIVE #5: CONTINUOUS IMPROVEMENT						1,100
504-1000-519.52-15	POSTAL SERVICE	0	3	0	0	15	50
	LEVEL 3 TEXT					TEXT AMT	
	DOT AND DFW NOTIFICATION LETTERS						10

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	EXCEEDS 5%: GOAL #6: ORGANIZATIONAL EXCELLENCE OBJECTIVE #5: CONTINUOUS DEVELOPMENT POSTAGE - WORKERS' COMP, LIABILITY CORRESPONDENCE						40 50
504-1000-519.54-00	DUES & MEMBERSHIPS	465	2,750	1,400	1,400	1,360	1,400
	LEVEL 3 TEXT					TEXT AMT	
	SUNSHINE SAFETY COUNCIL						500
	RISK MANAGER PROFESSIONAL DEVELOPMENT						900
							1,400
504-1000-519.54-01	BOOKS & SUBSCRIPTIONS	0	0	200	200	0	1,640
	LEVEL 3 TEXT					TEXT AMT	
	PROFESSIONAL DUES SHRM						175
	BLAIR SAPLIST DUES						90
	PROFESSIONAL TRAINING MANUALS CDL DRIVERS						200
	SAFE DRIVER TRAINING COURSES MEMBERSHIPS						300
	LMFT LICENSURE DOT ALCOHOL & DRUG TEST PROGRAM						350
	MAC CERT DOT ALCH & DRUG TEST PROGRAM						125
	HRCI SPHR CERT						200
	SHRM SCP CERT						200
	EXCEEDS 5%: GOAL #6: ORGANIZATIONAL EXCELLENCE OBJECTIVE #5: CONTINUOUS IMPROVEMENT						1,640
* OPERATING EXPENSE		1,429,279	1,517,256	1,630,999	1,714,418	1,497,851	1,484,744
504-1000-519.99-02	DEPRECIATION EXPENSE	422	0	0	0	0	0
* NON-OPERATING EXPENSE		422	0	0	0	0	0
** NON DEPTMENTAL		1,678,103	1,720,826	1,891,838	1,980,817	1,739,039	1,763,295
*** NON DEPARTMENTAL		1,678,103	1,720,826	1,891,838	1,980,817	1,739,039	1,763,295
**** RISK MANAGEMENT FUND		1,678,103	1,720,826	1,891,838	1,980,817	1,739,039	1,763,295
		1,678,103	1,720,826	1,891,838	1,980,817	1,739,039	1,763,295

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
LEASE & REPLACEMENT FUND							
505-0000-341.20-01	FLEET RENTAL GENERAL FD	698,312	728,781	867,697	867,697	723,081	989,953
505-0000-341.20-02	FLEET RENTAL DRAINAGE 412	140,887	173,870	157,524	157,524	131,270	163,598
505-0000-341.20-03	FLEET RENTAL GAS TAX	41,320	43,016	69,089	69,089	57,574	74,722
505-0000-341.20-04	FLEET RENTAL W/S R&R	173,301	214,836	245,876	245,876	204,897	296,972
505-0000-341.20-05	FLEET RENTAL GARB. R&R	182	3,681	2,630	2,630	2,192	5,168
505-0000-341.20-06	FLEET RENTAL D/P (501)	159,705	152,009	185,964	185,964	154,970	359,499
LEVEL 3		TEXT				TEXT AMT	
		FY16 FLEET & EQUIPMENT LEASE FROM IT				374,676	
		*REDUCE DUE TO MOVING \$300K OF ERP				15,177-	
		CIP REQUEST FROM FY16 TO FY17					
						359,499	
505-0000-341.20-07	FLEET RENTAL VEH MNT 503	47,893	39,190	47,668	47,668	39,723	38,503
505-0000-341.20-08	FLEET RENTAL GOLF 450	133,036	134,298	126,325	126,325	105,271	118,408
LEVEL 3		TEXT				TEXT AMT	
		LEASE FOR EQUIPMENT				54,140	
		LEASE FOR GOLF CART				72,180	
		**REDUCE LEASE FOR GOLF CARTS DUE TO LOWER ACTUAL				7,912-	
		COST					
						118,408	
505-0000-341.20-10	FLEET RENTAL CD BLDG 109	2,787	0	2,209	2,209	1,841	8,762
505-0000-341.20-14	FLEET FIN. RENTAL	6,311	20,604	30,689	30,689	25,574	27,534
LEVEL 3		TEXT				TEXT AMT	
		W/S CUSTOMER SERVICE				23,327	
		W/S NON-DEPARTMENTAL				4,207	
						27,534	
505-0000-341.20-15	FLEET RENTAL BLDG MT 506	0	6	0	0	0	6,807
505-0000-361.10-00	INTEREST EARNINGS-INVESTM	8,617	8,492	5,500	5,500	28,433	5,500
505-0000-364.41-00	EQUIPMENT	0	1,853	0	0	0	0
505-0000-364.49-00	GAIN/(LOSS) ON SALE F/A	123,495	178,461	0	0	0	0
505-0000-369.90-00	MISC REVENUE	0	0	0	0	15	0
505-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,699,829	2,072,325	0	1,068,574
LEVEL 3		TEXT				TEXT AMT	
		FY16 INITIAL NEED				1,555,485	
		REDUCED NEED DUE TO DEFERRING \$300K OF ERP CIP				284,823-	
		REQUEST FROM FY16 TO FY17					
		***REDUCTION DUE TO REMOVING GOLF CARTS OUT OF THE				202,088-	
		FY16 EQUIPMENT 64-00 XP LINE (WE ARE BUYING					
		THE CARTS IN FY15 SO THAT THEY ARE DELIVERED					
		IN OCTOBER AND READY FOR THE REOPENING OF THE					

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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	GOLF COURSE ON 11/1/15 (LP 8-26-15)						1,068,574
*		1,535,846	1,699,097	3,441,000	3,813,496	1,474,841	3,164,000
**	LEASE & REPLACEMENT FUND	1,535,846	1,699,097	3,441,000	3,813,496	1,474,841	3,164,000
***	LEASE & REPLACEMENT FUND	1,535,846	1,699,097	3,441,000	3,813,496	1,474,841	3,164,000
****	LEASE & REPLACEMENT FUND	1,535,846	1,699,097	3,441,000	3,813,496	1,474,841	3,164,000

BUDGET PREPARATION WORKSHEET
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ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
505-1000-519.49-02	COMPUTER SOFTWARE	12,325	1,478	0	41,198	17,500	0
505-1000-519.49-16	COMPUTER HARDWARE	501	20,181	0	47,180	37,875	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	12,826	21,659	0	88,378	55,375	0
505-1000-519.63-99	FIXED ASSET TRANSFERS	2,125,800-	2,183,322-	0	0	892,284-	0
505-1000-519.64-00	MACH & EQUIPMENT	1,861,860	2,046,026	2,183,000	2,316,498	2,186,173	2,019,000
		LEVEL 3	TEXT				TEXT AMT
			*FY16 VEHICLES				1,506,000
			*FY16 EQUIPMENT				451,000
			*FY16 CYPRESS HEAD EQUIP & GOLF CARTS				272,000
			***REDUCTION FOR CYPRESS HEAD GOLF CARTS				210,000-
			THEY ARE BEING PURCHASED IN FY15 FOR				
			DELIVERY IN OCTOBER SO THAT THEY ARE				
			READY FOR THE 11-1-15 REOPENING OF THE				
			GOLF COURSE. (LP 8-26-15)				
							2,019,000
505-1000-519.64-06	COMMUNICATIONS EQUIPMENT	50,494	14,803	0	24,339	24,338	0
505-1000-519.64-15	ADP EQUIPMENT	213,446	122,495	1,258,000	1,384,281	177,770	1,145,000
		LEVEL 3	TEXT				TEXT AMT
			*FY16 EQUIPMENT - IT PROJECTS				545,000
			*ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM				900,000
			**REDUCED THE ERP CIP REQUEST FOR FY16 BY				300,000-
			\$300K AND DEFERRED THAT AMT TO FY17				
			(LP 7-31-15)				
							1,145,000
		-----	-----	-----	-----	-----	-----
*	CAPITAL OUTLAY	0	2	3,441,000	3,725,118	1,495,997	3,164,000
505-1000-519.99-02	DEPRECIATION EXPENSE	1,092,904	1,281,481	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	NON-OPERATING EXPENSE	1,092,904	1,281,481	0	0	0	0
		-----	-----	-----	-----	-----	-----
**	NON DEPTMENTAL	1,105,730	1,303,142	3,441,000	3,813,496	1,551,372	3,164,000
		-----	-----	-----	-----	-----	-----
***	NON DEPARTMENTAL	1,105,730	1,303,142	3,441,000	3,813,496	1,551,372	3,164,000
		-----	-----	-----	-----	-----	-----
****	LEASE & REPLACEMENT FUND	1,105,730	1,303,142	3,441,000	3,813,496	1,551,372	3,164,000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
BUILDING MAINTENANCE							
506-0000-331.90-10	DOE EECBG GRANT	5,110-	0	0	0	0	0
506-0000-341.20-12	WATER AND SEWER FD (401)	156,072	164,211	150,931	150,931	125,776	135,569
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 130,099 5,470 135,569	
506-0000-341.20-16	GENERAL FUND (001)	1,145,772	1,312,019	1,696,880	1,696,880	1,414,067	1,333,725
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 1,291,082 42,643 1,333,725	
506-0000-341.20-17	SOLID WASTE FUND (410)	5,571	5,929	5,281	5,281	4,401	4,356
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 4,100 256 4,356	
506-0000-341.20-19	IT FUND (501)	34,352	41,997	38,478	38,478	32,065	33,460
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 32,074 1,386 33,460	
506-0000-341.20-21	DRAINAGE FUND (412)	40,044	35,068	33,768	33,768	28,140	32,063
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 31,551 512 32,063	
506-0000-341.20-24	VEHICLE MAINT. FD (503)	27,850	29,645	26,398	26,398	21,999	21,758
	LEVEL 3 TEXT INITIAL ADJUSTMENT (LP 9/2/15)					TEXT AMT 20,478 1,280 21,758	
506-0000-341.20-55	TAX INCRMT EASTPORT (102)	6,643	2,903	6,384	6,384	0	0
506-0000-341.20-57	TAX INCRMT TOWNCENTER 103	6,643	2,903	6,384	6,384	0	0
506-0000-341.20-69	CD BLDG SPECIAL REV 109	71,463	74,828	68,766	68,766	57,305	60,123

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNC	FY2016 PROPOSED
		LEVEL 3	TEXT INITIAL ADJUSTMENT (LP 9/2/15)			TEXT AMT	
						57,735	
						2,388	
						60,123	
506-0000-343.95-01	OTHER BLDG MNT	1,946	0	0	0	0	0
506-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,846	1,458	1,850	1,850	6,818	1,850
506-0000-365.10-00	SCRAP SALES	0	2,000	0	0	0	0
506-0000-369.90-00	MISC REVENUE	0	133	0	0	426	0
506-0000-389.10-00	APPROPRIATED FUND BAL	0	0	16,468-	63,883	0	529,204
		LEVEL 3	TEXT FY16 USAGE OF APPR. EQUITY REDUCE USAGE TO BALANCE FUND			TEXT AMT	
						550,000	
						20,796-	
						529,204	
*-----		1,493,092	1,673,094	2,018,652	2,099,003	1,690,997	2,152,108
**-----		1,493,092	1,673,094	2,018,652	2,099,003	1,690,997	2,152,108
***-----		1,493,092	1,673,094	2,018,652	2,099,003	1,690,997	2,152,108
****-----		1,493,092	1,673,094	2,018,652	2,099,003	1,690,997	2,152,108

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
506-4200-539.12-00	BUILDING MAINTENANCE BUILDING MAINTENANCE SALARIES AND WAGES	129,736	150,340	197,514	197,514	161,221	242,439
	LEVEL 3					TEXT AMT	
						CURRENT	163,209
						BOOT ALLOWANCE	330
						SICK LEAVE BUY BACK/ACCRUAL PAYOUT	10,275
						3.0% WAGE INCREASE	4,896
						2 MAINTENANCE TECHS FROM PUBLIC WORKS (TR 9-2-15)	63,729
							242,439
506-4200-539.12-11	COMPENSATED ABSENCE	5,288	2,358-	0	0	0	0
506-4200-539.14-00	OVERTIME	9,130	5,650	8,000	8,000	903	6,000
	LEVEL 3					TEXT AMT	
						AFTER HOURS CALL OUTS ARE FUNDED HERE	7,500
						REDUCE PER CM	1,500-
							6,000
506-4200-539.21-00	FICA TAXES	10,624	10,972	15,726	15,726	11,757	19,009
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	12,514
						OT	574
						SICK LEAVE BUY BACK/ACCRUAL PAYOUT	787
						3.0% WAGE INCREASE	373
						2 MAINTENANCE TECHS FROM PUBLIC WORKS/OT RAISE ADJ (TR 9-2-15)	4,761
							19,009
506-4200-539.22-00	RETIREMENT CONTRIBUTIONS	13,159	17,484	23,030	23,030	18,769	33,312
	LEVEL 3					TEXT AMT	
						CURRENT STAFF	22,677
						3.0% WAGE INCREASE	680
						2 MAINTENANCE TECHS FROM PUBLIC WORKS (TR 9-2-15)	9,955
							33,312
506-4200-539.23-00	HEALTH INSURANCE	11,386	17,392	36,803	36,803	23,699	38,907
	LEVEL 3					TEXT AMT	
						HEALTH	23,880
						DENTAL	1,576
						LIFE	508
						3.0% ON LIFE	17
						2 MAINTENANCE TECHS FROM PUBLIC WORKS (TR 9-2-15)	12,926
							38,907

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
506-4200-539.24-00	WORKER'S COMPENSATION	2,519	3,099	4,896	4,896	5,958	6,321
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT						3,718
	3.0% WAGE INCREASE						111
	2 MAINT. TECHS FROM PUBLIC WORKS/OT RAISE ADJ (TR 9-2-15)						2,492
							6,321
506-4200-539.26-00	EAP BENEFIT	75	145	260	260	189	260
	LEVEL 3						
	TEXT					TEXT	AMT
	CURRENT STAFF						186
	2 MAINTENANCE TECHS FROM PUBLIC WORKS (TR 9-2-15)						74
							260
-----		-----	-----	-----	-----	-----	-----
*	PERSONNEL SERVICES	181,917	202,724	286,229	286,229	222,496	346,248
506-4200-539.31-15	JANITORIAL SERVICE	4,500	4,500	4,500	6,340	6,340	0
506-4200-539.34-14	CONTRACT SERVICES OTHER	46,003	62,639	54,552	140,847	131,521	31,300
	LEVEL 3						
	TEXT					TEXT	AMT
	PLANT PEOPLE SERVICES						3,200
	PEST CONTROL						4,300
	TERMITE BOND						541
	ELEVATOR SERVICE INSPECTIONS & MAINTENANCE (CH&PD)						7,900
	LAUNDRY SERVICE						800
	FIRE EXTINGUISHER INSPECTION SERVICES						1,529
	NEW PD IRRIGATION MAINTENANCE & INSPECTION						2,400
	PEST CONTROL FOR ALL FACILITIES						4,200
	WINDOW CLEANING FOR CITY HALL & POLICE DEPARTMENT						6,340
	*COST OF LIVING INCREASE ON WINDOW CLEANING						90
							31,300
506-4200-539.41-00	COMMUNICATION SERVICES	232	354	200	200	94	1,200
	LEVEL 3						
	TEXT					TEXT	AMT
	DEPARTMENTAL PHONES RENTAL AND SERVICES						1,200
	ONE SMART PHONE AND ONE STANDARD PHONE						1,200
506-4200-539.43-10	ELECTRICAL SERVICES	443,094	334,817	480,000	460,000	368,105	480,000
	LEVEL 3						
	TEXT					TEXT	AMT
	ELECTRIC - AVERAGE			40,000/MO. X 12			480,000
	THIS IS FOR ALL BUILDINGS						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
							480,000
506-4200-539.43-12	WATER/SEWER SERVICES	118,999	109,172	132,000	132,000	129,924	132,000
	LEVEL 3 TEXT						TEXT AMT
							132,000
							132,000
506-4200-539.43-14	DRAINAGE	30,882	31,262	35,975	35,975	29,587	35,975
	LEVEL 3 TEXT						TEXT AMT
							30,708
							5,267
							35,975
506-4200-539.44-10	EQUIP/OTHER RENTAL/LEASE	0	0	1,000	1,000	0	1,500
	LEVEL 3 TEXT						TEXT AMT
							500
							1,000
							1,500
506-4200-539.44-13	FLEET FINANCING	0	0	0	0	0	6,807
506-4200-539.45-19	VEHICLE INSURANCE	0	0	0	0	0	1,490
506-4200-539.46-10	GENERAL EQUIP MAINT	5,262	1,737	11,237	11,237	5,203	18,955
	LEVEL 3 TEXT						TEXT AMT
							2,500
							1,957
							3,500
							3,000
							6,000
							2,000
							2-
							18,955
506-4200-539.46-11	REGULAR MAINT/INSP EQUIP	1,430	0	54,993	53,193	2,570	41,025
	LEVEL 3 TEXT						TEXT AMT
							3,120
							2,800
							3,000
							7,500
							8,000
							1,375
							2,100

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	FS 73 EMERGENCY GENERATOR HOUSING REPAINT						1,330
	YMCA EMERGENCY GENERATOR FUEL TANK MAINTENANCE						2,000
	CITY HALL & NEW PD ELEVATOR REPAIRS AND LABOR						9,800
							41,025
506-4200-539.46-12	VEH MAINT/REPAIR	0	0	0	0	21	0
506-4200-539.46-16	BUILDING MAINT	72,770	78,314	212,334	185,602	111,169	246,665
	LEVEL TEXT TEXT AMT						
	3 MISCELLANEOUS REPAIRS AS FOLLOWS:						
	METAL ROOF ABOVE BREAKRM & FLEET OFFICE AT PUBWRKS						2,000
	REFINISH EXTERIOR SOFFIT AT PUB WORKS FACILITY						3,000
	REFINISH STEEL BEAMS AT SOFFIT AT PUB WRKS FAC						600
	PAINT INTERIOR WALLS AT PUBLIC WORKS FACILITY						6,500
	REPLACE FLOORING AT PUBLIC WORKS FACILITY						6,500
	REPLACE CEILING TILE-CLEAN GRID-RESTROOMS PUBWRKS						8,200
	REPLACE R-19 CEILING INSULATION AT PUB WRKS FAC						3,600
	REPLACE FORMICA PARTITIONS IN RESTROOMS AT PUBWRKS						3,500
	REFINISH INTERIOR HIGH BAY WALLS AT PUB WRKS FLEET						2,800
	REPLACE CEILING TILES - PUB WORKS FLEET PARTS SHOP						3,500
	RENOVATE FLOOR AT PUBLIC WORKS FLEET SHOP						6,000
	INSTALL HEATERS IN PUBLIC WORKS FLEET SHOP						15,000
	REPAIR A/C CEILING DUCTS AT PUB WRKS FAC						2,000
	RENOVATE EXTERIOR WALLS AT FIRE STATION 75						11,100
	RENOVATE EXTERIOR WALLS AT FIRE STATION 72						10,000
	REPAIR ROOF/VERTICAL FASCIA - FUEL CANOPY PUBWRKS						7,000
	REPAIR ROOF LEAKS AT CITY HALL SKYWALK						4,500
	RENOVATE CITY HALL BREAKROOM						25,000
	FLAIR A/C MAINTENANCE AND REPAIRS						60,000
	MINOR ROOF REPAIRS & WARRANTY COSTS						2,000
	D.G MEYERS A/C SERVICE AND REPAIRS						19,600
	GILES ELEC. SERVICES (FACILITIES & WALK LIGHTS)						22,265
	ECONOMY ELECTRIC (FACILITIES & DUNLWTN BRIDGE LT)						22,000
							246,665
506-4200-539.49-20	EQUIPMENT NON CAPITAL	0	0	0	0	0	1,500
	LEVEL TEXT TEXT AMT						
	3 MINOR EQUIPMENT SUCH AS PRESSURE WASHER,						1,500
	BUFFER, AND VACCUM CLEANRERS						
							1,500
506-4200-539.49-61	DATA PROCESSING 501	3,582	4,168	4,066	4,066	3,388	7,160
506-4200-539.49-64	INSURANCE 504	13,517	11,080	18,135	18,135	15,113	21,317
506-4200-539.49-90	ADMIN SERVICE FEES	48,384	49,355	55,972	55,972	46,643	50,296
506-4200-539.52-00	OTHER OPERATION SUPPLIES	9,659	11,022	14,702	14,702	5,583	13,500
	LEVEL TEXT TEXT AMT						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
3	PAINT						3,000
	MISCELLANEOUS MAINTENANCE SUPPLIES						3,000
	FLAGS/NATIONAL ENSIGN REPLACEMENT						1,000
	VARIOUS FILTERS FOR FACILITIES HVAC UNITS						1,000
	LOCK/KEY REPLACEMENT						1,500
	OTHER SUPPLIES						1,500
	WOOD SHOP SUPPLIES AND EQUIPMENT						2,500
							13,500
506-4200-539.52-10	GAS,DIESEL,OIL,& GREASE	1,081	93	0	0	251	0
506-4200-539.52-11	JANITORIAL SUPPLIES	7,839	9,120	11,500	11,500	8,901	11,000
LEVEL 3	TEXT					TEXT AMT	
	JANITORIAL CLEANING SUPPLIES AND EQUIPMENT						9,500
	EQUIPMENT REPLACEMENT, VACS BAGS, BUCKETS, & CARTS						2,500
	REDUCE PER CM						1,000-
							11,000
-----		807,234	707,633	1,091,166	1,130,769	864,413	1,101,690
* OPERATING EXPENSE							
506-4200-539.62-00	BUILDINGS AND IMP. TO	21,920	0	0	3,080	0	0
506-4200-539.63-97	PROJ CAPITAL OUTLAY	0	0	0	9,000	0	71,000
LEVEL 3	TEXT					TEXT AMT	
	REPLACE OUT DATED HVAC CONTROLLER AT CITY HALL						220,000
	REPAIR EXT SYNTHETIC STUCCO AT NEW PD						40,000
	REMOVE: EXT SYNTHETIC STUCCO AT NEW PD PROJECT						40,000-
	BECAUSE IT IS A DUPLICATE						
	REPAIR EXT SYNTHETIC STUCCO & CONCRETE WALLS AND						38,000
	REPAINT AT NEW PD						
	(THIS PROJECT WAS PREVIOUSLY JUST TITLE REPAIR						
	CONCRETE WALLS AT STORAGE BLDG AT NEW PD)						
	REMOVE AND REPLACE FUEL CANOPY AT OLD PD						33,000

	REMOVING HVAC CONTROLLER AND WILL TRY AND FUND						220,000-
	OUT OF THE 317 GENERAL CAPITAL FUND						

	(LP 9-2-15)						

							71,000
506-4200-539.63-99	FIXED ASSET TRANSFER	30,046-	0	0	0	0	0
506-4200-539.64-00	MACH & EQUIPMENT	8,126	0	15,000	15,000	0	6,000
LEVEL 3	TEXT					TEXT AMT	
	SOFT STARTS MOTORS FOR CITY HALL ELEVATOR						6,000
	(\$6K FOR BOTH INSTALLED)						

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	DOOR OPERATORS FOR CITY HALL ELEVATOR (\$16K FOR BOTH INSTALLED) *****						16,000
	REMOVE DOOR OPERATORS - FUNDING WITH FY15 FUNDS BUDGETED IN 64-00						16,000- 6,000
506-4200-539.64-04	FURNITURE & FIXTURES	0	0	0	8,668	8,340	0
506-4200-539.64-15	IT EQUIPMENT/OTHER	0	0	0	20,000	0	0
* CAPITAL OUTLAY		0	0	15,000	55,748	8,340	77,000
506-4200-581.91-29	TRANSFER TO 220 FUND	0	0	0	626,257	521,881	627,170
	LEVEL 3 TEXT 2014 CAP IMPRV BOND (54% OF \$1,161,425 DEBT SRV)					TEXT AMT 627,170 627,170	
506-4200-581.91-66	TRF TO 207 DEBT SERVICE	625,921	626,399	626,257	0	0	0
* TRANSFERS		625,921	626,399	626,257	626,257	521,881	627,170
506-4200-539.99-02	DEPRECIATION EXPENSE	92,833	93,752	0	0	0	0
* NON-OPERATING EXPENSE		92,833	93,752	0	0	0	0
**	BUILDING MAINTENANCE	1,707,905	1,630,508	2,018,652	2,099,003	1,617,130	2,152,108
***	BUILDING MAINTENANCE	1,707,905	1,630,508	2,018,652	2,099,003	1,617,130	2,152,108
****	BUILDING MAINTENANCE	1,707,905	1,630,508	2,018,652	2,099,003	1,617,130	2,152,108

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
LOAN POOL							
508-0000-361.10-00	INTEREST EARNINGS-INVESTM	11,341	8,970	1,000	1,000	32,087	10,000
508-0000-361.15-00	INTERNAL INTEREST EARNING	100,679	86,539	77,304	77,304	63,167	69,636
	LEVEL 3	TEXT				TEXT AMT	
		412 FUND INTERNAL INTEREST				2,033	
		611 FUND INTERNAL INTEREST				38,575	
		103 FUND INTERNAL INTEREST				29,028	
						69,636	
508-0000-389.10-00	APPROPRIATED FUND BAL	0	0	1,964,660	1,964,660	0	282,323
	LEVEL 3	TEXT				TEXT AMT	
		TRANSFER TO TOWN CENTER 103 FOR DEBT SERVICE				304,029	
		LESS: INTEREST REVENUE				10,000-	
		LESS: INTERNAL INT REVENUE				69,636-	
		PLUS ADDITIONAL LOAN NEEDED FOR 450 GOLF COURSE				92,648	
		LESS: REDUCTION IN ABOVE LOAN TO GOLF COURSE				34,718-	
		TOTAL OF LOAN TO GOLF COURSE IS \$57,930 ON 9-2-15					
		(TR 9-2-15)					
						282,323	
*-----		112,020	95,509	2,042,964	2,042,964	95,254	361,959
** LOAN POOL		112,020	95,509	2,042,964	2,042,964	95,254	361,959
*** LOAN POOL		112,020	95,509	2,042,964	2,042,964	95,254	361,959
**** LOAN POOL		112,020	95,509	2,042,964	2,042,964	95,254	361,959

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER ACCOUNT DESCRIPTION		FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL NON DEPTMENTAL							
508-1000-590.91-32	TRANSFER TO 450/451 fund	0	0	1,763,000	1,763,000	1,729,491	57,930
	LEVEL 3 TEXT						TEXT AMT
							92,648
	ADDITIONAL LOAN TO BALANCE FY16 BUDGET FOR GOLF COURSE. SEE MISC INFO DETAILED ON 450-0000-381-62-00						
	REDUCE LOAN DUE TO RESTAURANT RENTAL INCOME \$27000 AND REVISED KEMPER BUDGET (TR 9-2-15)						34,718-
							57,930
508-1000-590.91-54	TRANSFER TO 103 FUND	0	210,000	279,964	279,964	279,964	304,029
	LEVEL 3 TEXT						TEXT AMT
							304,029
	TRANSFER TO THE 103 FUND FOR DEBT SERVICE						304,029
* TRANSFERS		0	210,000	2,042,964	2,042,964	2,009,455	361,959
** NON DEPTMENTAL		0	210,000	2,042,964	2,042,964	2,009,455	361,959
*** NON DEPARTMENTAL		0	210,000	2,042,964	2,042,964	2,009,455	361,959
**** LOAN POOL		0	210,000	2,042,964	2,042,964	2,009,455	361,959

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
POLICE BENEFIT TRST FUND							
606-0000-361.10-00	INTEREST EARNINGS-INVESTM	58	55	100	100	148	100
606-0000-366.90-00	PRIVATE DONATIONS	0	0	0	0	1,888	0
606-0000-366.90-32	HOLIDAY DONATIONS	1,792	1,085	0	0	1,602	0
606-0000-369.90-00	MISC REVENUE	0	328	300	300	35	100
606-0000-369.90-03	CRIME PREVENTION	230	1,750	0	1,000	2,588	0
606-0000-369.90-05	COKE MACHINE RECEIPTS	2,405	3,096	2,400	2,400	2,240	2,400
606-0000-389.10-00	APPROPRIATED FUND BAL	0	0	4,535	4,535	0	8,900
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*		4,485	6,314	7,335	8,335	8,501	11,500
-----		-----	-----	-----	-----	-----	-----
**	POLICE BENEFIT TRST FUND	4,485	6,314	7,335	8,335	8,501	11,500
-----		-----	-----	-----	-----	-----	-----
***	POLICE BENEFIT TRST FUND	4,485	6,314	7,335	8,335	8,501	11,500
-----		-----	-----	-----	-----	-----	-----
****	POLICE BENEFIT TRST FUND	4,485	6,314	7,335	8,335	8,501	11,500

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BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
POLICE FORFEITURE TRUST							
607-0000-351.11-00	CASH FORFEITURES	30,032	13,982	0	0	10,944	10,000
607-0000-358.20-00	SALE OF CONFISCATED PROP	0	0	0	0	10,868	0
607-0000-361.10-00	INTEREST EARNINGS-INVESTM	886	519	800	800	1,655	1,000
607-0000-389.10-00	APPROPRIATED FUND BAL	0	0	89,200	99,281	0	89,000
607-0000-399.10-25	FRM 608 POLICE EVIDENCE	20,449	104,271	10,000	10,000	8,127	0
-----		-----		-----		-----	
*		51,367	90,808	100,000	110,081	31,594	100,000
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**	POLICE FORFEITURE TRUST	51,367	90,808	100,000	110,081	31,594	100,000
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***	POLICE FORFEITURE TRUST	51,367	90,808	100,000	110,081	31,594	100,000
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****	POLICE FORFEITURE TRUST	51,367	90,808	100,000	110,081	31,594	100,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
POLICE							
POLICE							
607-3200-521.31-12	LEGAL SERVICES	25,973	21,500	30,000	26,720	9,419	50,000
607-3200-521.31-13	OTHER PROF. SERVICES	413	0	0	0	0	0
607-3200-521.40-13	LAW ENFORCEMENT ED	0	0	0	2,185	2,185	3,000
607-3200-521.43-10	ELECTRICAL SERVICES	0	0	1,200	0	0	0
607-3200-521.49-02	COMPUTER SOFTWARE	0	1,615	0	0	0	0
607-3200-521.49-04	OTHER CHARGES FOR SERVICE	0	0	4,400	0	0	0
607-3200-521.52-00	OTHER OPERATING SUPPLIES	30,353	46,117	30,000	35,419	34,419	36,300
607-3200-521.52-12	UNIFORMS	13,405	0	0	0	0	0
607-3200-529.40-10	EMPLOYEE TRAINING	0	651	700	1,300	1,181	700
607-3200-529.52-00	OTHER OPERATING SUPPLIES	6,630	7,001	9,223	7,823	7,521	10,000
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*	OPERATING EXPENSE	76,774	76,884	75,523	73,447	54,725	100,000
607-3200-521.62-00	BUILDINGS AND IMPR. TO	0	0	17,277	0	0	0
607-3200-521.64-00	MACH & EQUIPMENT	12,650	15,156	7,200	36,634	32,034	0
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*	CAPITAL OUTLAY	12,650	15,156	24,477	36,634	32,034	0
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**	POLICE	89,424	92,040	100,000	110,081	86,759	100,000
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***	POLICE	89,424	92,040	100,000	110,081	86,759	100,000
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****	POLICE FORFEITURE TRUST	89,424	92,040	100,000	110,081	86,759	100,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
RECREATION IMPACT FUND							
611-0000-324.61-00	RESIDENTIAL CULTURE/RECRE	591,775	228,226	125,000	125,000	176,900	125,000
611-0000-337.70-07	ECHO CORACI PHASE II	40,007	0	0	0	0	0
611-0000-361.10-00	INTEREST EARNINGS-INVESTM	1,559	1,522	0	0	3,156	0
611-0000-389.10-00	APPROPRIATED FUND BAL	0	0	95,068	146,160	0	95,069
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*		633,341	229,748	220,068	271,160	180,056	220,069
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**	RECREATION IMPACT FUND	633,341	229,748	220,068	271,160	180,056	220,069
-----		-----	-----	-----	-----	-----	-----
***	RECREATION IMPACT FUND	633,341	229,748	220,068	271,160	180,056	220,069
-----		-----	-----	-----	-----	-----	-----
****	RECREATION IMPACT FUND	633,341	229,748	220,068	271,160	180,056	220,069

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
	RECREATION						
	RECREATION						
611-5100-572.49-90	ADMIN SERVICE FEES	11,836	4,565	2,500	2,500	2,083	2,500
*	OPERATING EXPENSE	11,836	4,565	2,500	2,500	2,083	2,500
611-5100-572.63-97	PROJ CAPITAL OUTLAY	97,049	265,315	0	51,092	1,092	0
*	CAPITAL OUTLAY	97,049	265,315	0	51,092	1,092	0
611-5100-572.71-11	PRINCIPAL L/P	0	0	170,470	170,470	0	178,994
	LEVEL 3 TEXT PRINCIPAL ON \$1.6M LOAN FOR CORACI PARK					TEXT AMT 178,994 178,994	
611-5100-572.72-11	LOAN POOL INTEREST	62,946	55,215	47,098	47,098	47,098	38,575
	LEVEL 3 TEXT INTEREST ON \$1.6M LOAN FOR CORACI PARK					TEXT AMT 38,575 38,575	
*	DEBT SERVICE	62,946	55,215	217,568	217,568	47,098	217,569
**	RECREATION	171,831	325,095	220,068	271,160	50,273	220,069
***	RECREATION	171,831	325,095	220,068	271,160	50,273	220,069
****	RECREATION IMPACT FUND	171,831	325,095	220,068	271,160	50,273	220,069

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
POLICE EDUCATION TRUST							
615-0000-351.30-00	POLICE EDUCATION	11,151	10,215	0	10,000	10,832	10,000
615-0000-361.10-00	INTEREST EARNINGS-INVESTM	36	42	0	0	29	0
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*		11,187	10,257	0	10,000	10,861	10,000
-----		-----	-----	-----	-----	-----	-----
**	POLICE EDUCATION TRUST	11,187	10,257	0	10,000	10,861	10,000
-----		-----	-----	-----	-----	-----	-----
***	POLICE EDUCATION TRUST	11,187	10,257	0	10,000	10,861	10,000
-----		-----	-----	-----	-----	-----	-----
****	POLICE EDUCATION TRUST	11,187	10,257	0	10,000	10,861	10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
POLICE							
POLICE							
615-3200-521.40-13	LAW ENFORCEMENT ED	5,393	24,350	0	10,000	7,867	10,000
615-3200-521.54-01	BOOKS & SUBSCRIPTIONS	1,402	0	0	0	0	0
		-----	-----	-----	-----	-----	-----
*	OPERATING EXPENSE	6,795	24,350	0	10,000	7,867	10,000
		-----	-----	-----	-----	-----	-----
**	POLICE	6,795	24,350	0	10,000	7,867	10,000
		-----	-----	-----	-----	-----	-----
***	POLICE	6,795	24,350	0	10,000	7,867	10,000
		-----	-----	-----	-----	-----	-----
****	POLICE EDUCATION TRUST	6,795	24,350	0	10,000	7,867	10,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
RECREATION SCHOLARSHIP							
621-0000-347.22-00	CONCESSION PROCEEDS	15,075	18,764	18,000	18,000	15,730	18,000
621-0000-347.35-00	GOLF TOURNAMENTS	9,590	8,960	10,080	10,080	7,423	10,080
621-0000-361.10-00	INTEREST EARNINGS-INVESTM	84	206	0	0	460	0
621-0000-366.90-00	PRIVATE DONATIONS	0	94	0	0	0	0
621-0000-366.95-00	MAYORS FUND RAISING	9,905	10,820	8,475	8,475	11,270	10,000
	LEVEL 3 TEXT GOLF TOURNAMENT CONTRIBUTIONS					TEXT AMT	
						10,000	10,000
621-0000-369.90-05	COKE MACHINE RECEIPTS	2,634	3,268	0	0	2,836	2,500
*		37,288	42,112	36,555	36,555	37,719	40,580
**	RECREATION SCHOLARSHIP	37,288	42,112	36,555	36,555	37,719	40,580
***	RECREATION SCHOLARSHIP	37,288	42,112	36,555	36,555	37,719	40,580
****	RECREATION SCHOLARSHIP	37,288	42,112	36,555	36,555	37,719	40,580

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL NON DEPTMENTAL 621-1000-572.52-00	OTHER OPERATING SUPPLIES	7,800	10,767	8,000	12,000	11,262	12,000
	LEVEL 3 TEXT SCHOLARSHIP FUNDS-CONCESSION & SNACK MACHINE ITEMS HOT DOGS,SODA,CHIPS,GATORAIDE,CANDY,ECT. MISC. PREP ITEMS,CLEANING SUPPLIES HOT DOG ROLLER,FRIDGE AND ICE MACHINE MAINT/REPAIR HEALTH CERTIFICATE					TEXT AMT 12,000	12,000
621-1000-572.52-20	GOLF TOURNAMENT EXPENSE	11,892	13,068	11,500	11,500	11,540	12,000
*	OPERATING EXPENSE	19,692	23,835	19,500	23,500	22,802	24,000
621-1000-572.83-00	OTHER GRANTS & AIDS	4,690	3,510	10,000	10,000	0	10,000
*	GRANTS & AIDE	4,690	3,510	10,000	10,000	0	10,000
621-1000-572.99-10	CONTINGENCY	0	0	7,055	3,055	0	6,580
*	NON-OPERATING EXPENSE	0	0	7,055	3,055	0	6,580
**	NON DEPTMENTAL	24,382	27,345	36,555	36,555	22,802	40,580
***	NON DEPARTMENTAL	24,382	27,345	36,555	36,555	22,802	40,580
****	RECREATION SCHOLARSHIP	24,382	27,345	36,555	36,555	22,802	40,580

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
FEDERAL POLICE FORFEITURE							
625-0000-355.10-00	FEDERAL FINES & FORFEITS	7,731	0	0	0	0	0
625-0000-361.10-00	INTEREST EARNINGS-INVESTM	598	573	0	0	1,849	1,000
625-0000-389.10-00	APPROPRIATED FUND BAL	0	0	8,345	8,345	0	90,000
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*		8,329	573	8,345	8,345	1,849	91,000
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**	FEDERAL POLICE FORFEITURE	8,329	573	8,345	8,345	1,849	91,000
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***	FEDERAL POLICE FORFEITURE	8,329	573	8,345	8,345	1,849	91,000
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****	FEDERAL POLICE FORFEITURE	8,329	573	8,345	8,345	1,849	91,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
POLICE							
POLICE							
625-3200-521.34-14	CONTRACT SERVICES OTHER	23,880	0	0	0	0	0
625-3200-521.49-16	COMPUTER HARDWARE	9,309	0	0	0	0	0
625-3200-521.52-00	OTHER OPERATING SUPPLIES	0	1,000	1,000	1,000	0	1,000
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*	OPERATING EXPENSE	33,189	1,000	1,000	1,000	0	1,000
625-3200-521.64-15	ADP EQUIPMENT	0	7,345	7,345	7,345	0	90,000
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*	CAPITAL OUTLAY	0	7,345	7,345	7,345	0	90,000
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**	POLICE	33,189	8,345	8,345	8,345	0	91,000
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***	POLICE	33,189	8,345	8,345	8,345	0	91,000
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****	FEDERAL POLICE FORFEITURE	33,189	8,345	8,345	8,345	0	91,000

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
PO BUSINESS PK PROP OWNER							
634-0000-363.45-00	PO BUSINESS PARK POA	13,494	17,212	0	0	17,377	16,502
	LEVEL 3						
	TEXT						
	PROJECTED BUDGET; BOARD MEETING TO ADOPT FORMAL						
	BUDGET WILL BE HELD IN DECEMBER 07/31/2015 LSW						
							16,502
							16,502
634-0000-389.10-00	APPROPRIATED FUND BAL	0	0	0	12,757	0	0
*		13,494	17,212	0	12,757	17,377	16,502
**	PO BUSINESS PK PROP OWNER	13,494	17,212	0	12,757	17,377	16,502
***	PO BUSINESS PK PROP OWNER	13,494	17,212	0	12,757	17,377	16,502

BUDGET PREPARATION WORKSHEET
FOR FISCAL YEAR 2016

ACCOUNTING PERIOD 11/2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY-2013 ACTUAL	FY-2014 ACTUAL	FY-2015 ORIGINAL BUDGET	FY-2015 ADJUSTED BUDGET	FY 2015 Y-T-D ACTUAL INC ENCMBRNCE	FY2016 PROPOSED
NON DEPARTMENTAL							
NON DEPTMENTAL							
634-1000-580.31-13	OTHER PROF. SERVICES	1,000	1,000	0	0	1,750	1,000
634-1000-580.34-20	MOWING SERVICES	13,715	13,215	0	12,757	11,863	13,552
634-1000-580.43-12	LIBRARY IMPACT/UTILITY	839	704	0	0	935	1,040
634-1000-580.45-10	COMMERCIAL POLICY INS	0	1,672	0	0	0	840
634-1000-580.49-19	TAXES, LICENSES, AND FEES	70	131	0	0	70	70
* OPERATING EXPENSE		15,624	16,722	0	12,757	14,618	16,502
** NON DEPTMENTAL		15,624	16,722	0	12,757	14,618	16,502
*** NON DEPARTMENTAL		15,624	16,722	0	12,757	14,618	16,502
**** PO BUSINESS PK PROP OWNER		15,624	16,722	0	12,757	14,618	16,502



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Resolution No. 15-55 – Adopting the Tentative Capital Budget for FY15-16

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Resolution No. 15-55.

SUMMARY: The attached Resolution adopts the Tentative Capital Budget for FY15-16

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-55 Tent Capital Budget	Reso. No. 15-55 Tent Capital Budget.pdf
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Fenwick, Robin
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/31/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/04/2015

RESOLUTION NO. 15-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ADOPTING THE TENTATIVE CAPITAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016 FOR THE CITY OF PORT ORANGE; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE AMOUNT OF \$9,410,440; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION EXPENDITURES; RATIFYING THE CAPITAL IMPROVEMENT PROGRAM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange approved the Capital Improvement Program for Fiscal Years 2016 - 2021 on August 11, 2015; and

WHEREAS, the proposed program sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended program and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed program has been advertised in a newspaper of general circulation in the City with notice to all citizens that the program is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed program was conducted by the City Council at 6:30 PM on August 11, 2015, in the Lakeside Community Center, 1999 City Center Circle, Port Orange, Florida; and

WHEREAS, a public hearing on the Tentative Capital Budget was conducted by the City Council at 6:30 P.M. on September 9, 2015, and will be conducted on September 22, 2015 in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida; and

WHEREAS, the City Council hereby adopts a tentative capital budget for fiscal year October 1, 2015 through September 30, 2016 as reflected herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
301	Capital Projects	\$ 1,386,124
311	Fire Impact Fee Fund	50,500
312	Transportation Impact Fee	145,000
317	General Capital Projects Fund	644,000
403	W & S Renewal & Replacement	2,621,972
405	W & S Impact Fee	1,137,000
416	Wetland Mitigation Credit	41,775
505	Lease and Replacement	3,164,000
611	Recreation Impact Fee Fund	220,069
Total:		<u>\$ 9,410,440</u>

Section 2. The 2015-2016 fiscal year capital budget for the City of Port Orange for the Capital Projects Fund, Fire Impact Fee Fund, Transportation Impact Fee Fund, General Capital Projects Fund, Water and Sewer Renewal and Replacement Fund, Water and Sewer Impact Fee Fund, Wetland Mitigation Credit Fund, Lease and Replacement Fund, and Recreation Impact Fee Fund, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the City departments, is hereby tentatively adopted. An operating summary of the revenues and appropriations by fund is attached hereto as Composite Exhibit A.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures for the City during the ensuing fiscal year effective October 1, 2015 through September 30, 2016.

Section 4. The City Council hereby formally ratifies the Capital Improvement Program as presented on August 11, 2015.

Section 5. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

Section 6. This resolution shall become effective immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the ____ day of September, 2015.

Reviewed and Approved: _____
City Attorney

COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 Capital Projects Fund #301
PREPARED: 9/3/15
FINANCE: Lisa Pallante

	APPROVED BUDGET
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REVENUES:

Gasoline Tax	1 - 6 cent	633,175
Gasoline Tax	1 - 5 cent	579,968
Interest Revenue		2,500
Appropriated Fund Equity		170,481
TOTAL REVENUES:		<u>1,386,124</u>

EXPENDITURES:

Public Works Expenditures	1,386,124
TOTAL EXPENDITURES:	<u>1,386,124</u>

COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 Fire Impact Fee Fund #311
PREPARED: 9/3/15
FINANCE: Lisa Pallante

	APPROVED BUDGET
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REVENUES:

Interest Revenue	500
Fire Impact Fee	50,000

TOTAL REVENUES:	<u>50,500</u>
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EXPENDITURES:

Fire Services Expenditures	50,500
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TOTAL EXPENDITURES:	<u>50,500</u>
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COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 Transportation Impact Fee Fund #312
PREPARED: 9/3/15
FINANCE: Lisa Pallante

	APPROVED BUDGET
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REVENUES:

Interest Revenue	5,000
Transportation Impact Fee	140,000
TOTAL REVENUES:	<u>145,000</u>

EXPENDITURES:

Public Works Expenditures	145,000
TOTAL EXPENDITURES:	<u>145,000</u>

COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 General Capital Projects Fund #317
PREPARED: 9/3/15
FINANCE: Lisa Pallante

	APPROVED BUDGET
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REVENUES:

Transfer from General Fund	500,000
Appropriated Equity	144,000

TOTAL REVENUES:	<u>644,000</u>
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EXPENDITURES:

Non-Departmental Expenditures	644,000
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TOTAL EXPENDITURES:	<u>644,000</u>
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COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 **Water & Sewer Renewal and Replacement Fund #403**
PREPARED: **9/3/15**
FINANCE: **Lisa Pallante**

	APPROVED BUDGET
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REVENUES:

Transfers from Other Funds	2,400,000
Interest Revenue	5,000
Appropriated Equity	216,972
TOTAL REVENUES:	<u>2,621,972</u>

EXPENDITURES:

Water & Sewer Expenditures	2,621,972
TOTAL EXPENDITURES:	<u>2,621,972</u>

COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 Water & Sewer Impact Fee Fund #405
PREPARED: 9/3/15
FINANCE: Lisa Pallante

	APPROVED BUDGET
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REVENUES:

Impact Fees	600,000
Interest Revenue	1,000
Appropriated Equity	536,000
TOTAL REVENUES:	<u>1,137,000</u>

EXPENDITURES:

Water & Sewer Expenditures	1,137,000
TOTAL EXPENDITURES:	<u>1,137,000</u>

COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 Wetland Mitigation Credit Fund #416
PREPARED: 9/3/15
FINANCE: Lisa Pallante

	APPROVED BUDGET
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REVENUES:

Interest Revenue	5,999
Appropriated Fund Equity	35,776
TOTAL REVENUES:	<u>41,775</u>

EXPENDITURES:

Non-Departmental Expenditures	41,775
TOTAL EXPENDITURES:	<u>41,775</u>

COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 **Lease and Replacement Fund #505**
PREPARED: **9/3/15**
FINANCE: **Lisa Pallante**

	APPROVED BUDGET
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REVENUES:

Interest Revenue	5,500
Transfer from Other Funds	2,089,926
Appropriated Equity	1,068,574
TOTAL REVENUES:	<u>3,164,000</u>

EXPENDITURES:

Non-Departmental Expenditures	3,164,000
TOTAL EXPENDITURES:	<u>3,164,000</u>

COMPOSITE EXHIBIT A**Resolution Number: 15 - 55**

FY 2016 Recreation Impact Fee Fund #611
PREPARED: 9/3/15
FINANCE: Lisa Pallante

	APPROVED BUDGET
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REVENUES:

Recreation Impact Fees	125,000
Appropriated Fund Equity	95,069

TOTAL REVENUES:	<u>220,069</u>
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EXPENDITURES:

Recreation Expenditures	220,069
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TOTAL EXPENDITURES:	<u>220,069</u>
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CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Resolution No. 15-56 – Adopting the Tentative Millage Rate for FY15-16 for Town Center CRA Tax Increment District

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Resolution No. 15-56.

SUMMARY: The attached Resolution will establish the Tentative Millage rate of 4.3920 mills for the Town Center Tax Increment District for FY 15-16.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-56 Town Ctr Tax Increment District Tent Millage	Reso. No. 15-56 Town Ctr Tax Increment District Tent Millage.pdf
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Fenwick, Robin
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/31/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/03/2015

RESOLUTION NO. 15-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE RATE TO BE LEVIED FOR THE TOWN CENTER TAX INCREMENT DISTRICT, FOR FISCAL YEAR 2015-2016; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the Town Center Tax increment district operating and capital objectives for fiscal year 2015-2016; and

WHEREAS, a substantial portion of this operating revenue is derived from ad valorem tax receipts; and

WHEREAS, a public hearing on the tentative millage rate has been conducted by City Council at 6:30 P.M. on September 9, 2015, and will be conducted on September 22, 2015, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The tentative millage rate for fiscal year 2015-2016 for the Town Center Tax Increment District of the City of Port Orange is hereby levied at 4.3920 mills per \$1,000.00 of valuation. This tentative millage rate is a 3% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for tax increment district operating and capital purposes.

Section 2. This resolution shall take effect immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 9th day of September, 2015

Reviewed and Approved: _____
City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Resolution No. 15-57 – Adopting the Tentative Operating Budget for FY15-16 for Town Center CRA Tax Increment District

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Resolution No. 15-57.

SUMMARY: The attached Resolution will establish the tentative operating budget for the Town Center Tax Increment District for FY 15-16.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-57 Town Ctr Tax Increment District Tent Operating Budget FY 15-16	Reso. No. 15-57 Town Ctr Tax Increment District Tent Operating.pdf
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Fenwick, Robin
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/31/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/03/2015

RESOLUTION NO. 15-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE TOWN CENTER TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$443,659; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter, Section 3.08 of the City of Port Orange Code of Ordinances, as amended on October 9, 2001 states that the City Council shall by resolution adopt the annual budget, budget amendments and authorize appropriations; and

WHEREAS, the City adopts its budget pursuant to its Charter and Section 166.241, Florida Statutes; and

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the Town Center Tax increment district of the City of Port Orange for fiscal year 2015-2016 and has submitted same to the City Council; and

WHEREAS, the proposed budget sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended budget and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed budget has been posted on the City's website and is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 9, 2015 and will be conducted on September 22, 2015, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
103	Tax Increment Town Center Fund	<u>443,659</u>
TOTAL		\$ <u>443,659</u>

A summary of the estimated revenues and appropriations for all funds is attached hereto as Composite Exhibit A.

Section 2. The 2015-2016 fiscal year operating budget for the Town Center tax increment district of the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the district, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the Town Center tax increment district of the City during the ensuing fiscal year effective October 1, 2015 through September 30, 2016.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

Section 5. This resolution shall become effective immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the 9th day of September, 2015

Reviewed and Approved: _____
City Attorney

COMPOSITE EXHIBIT A

Resolution Number: 15-57

FY 2016: TAX INCREMENT TOWN CENTER FUND (#103)

PREPARED: Finance Staff

FINANCE: 9/2/2015

PROPOSED
BUDGET

REVENUES:

Advalorem Tax	42,386
Interest Revenue	1,000
Rentals	24,000
Intergovernmental Revenue	70,633
Transfers from other Funds	304,029
Appropriated Fund Balance	1,611
TOTAL REVENUES:	443,659

EXPENDITURES:

Tax Increment Town Center expenses	443,659
TOTAL EXPENDITURES:	443,659



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Resolution No. 15-58 – Adopting the Tentative Millage Rate for FY15-16 for Eastport CRA Tax Increment District

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Resolution No. 15-58.

SUMMARY: The attached Resolution will establish the Tentative Millage rate of 4.3920 mills for the Eastport Tax Increment District for FY 15-16.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-58 Eastport Tent Millage Rate	Reso. No. 15-58 Eastport Tent Millage Rate.pdf
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Fenwick, Robin
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/31/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/03/2015

RESOLUTION NO. 15-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE PROPERTY TAX MILLAGE RATE TO BE LEVIED FOR THE EASTPORT TAX INCREMENT DISTRICT, FOR FISCAL YEAR 2015-2016; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port Orange, Florida, has determined the amount of revenue required to meet the Eastport Tax increment district operating and capital objectives for fiscal year 2015-2016; and

WHEREAS, a substantial portion of this operating revenue is derived from ad valorem tax receipts; and

WHEREAS, a public hearing on the tentative millage rate has been conducted by City Council at 6:30 P.M. on September 9, 2015, and will be conducted on September 22, 2015, in the City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The tentative millage rate for fiscal year 2015-2016 for the Eastport Tax Increment District of the City of Port Orange is hereby levied at 4.3920 mills per \$1,000.00 of valuation. This tentative millage rate is a 3% increase above the rolled-back rate, which is the percentage increase in property taxes adopted by the City Council for tax increment district operating and capital purposes.

Section 2. This resolution shall take effect immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the 9th day of September, 2015

Reviewed and Approved: _____
City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Resolution No. 15-59 – Adopting the Operating Budget for FY15-16 for Eastport CRA Tax Increment District

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve Resolution No. 15-59.

SUMMARY: The attached Resolution will establish the tentative operating budget for the Eastport Tax Increment District for FY 15-16.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-59 Eastport Operating Budget	Reso. No. 15-59 Eastport Operating Budget.pdf
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Fenwick, Robin
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/31/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/04/2015

RESOLUTION NO. 15-59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; ADOPTING THE TENTATIVE EASTPORT TAX INCREMENT DISTRICT OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016; SETTING FORTH ANTICIPATED SOURCES OF REVENUE IN THE ESTIMATED AMOUNT OF \$187,834; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; PROVIDING FOR APPROPRIATION AND PROCEDURES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter, Section 3.08 of the City of Port Orange Code of Ordinances, as amended on October 9, 2001 states that the City Council shall by resolution adopt the annual budget, budget amendments and authorize appropriations; and

WHEREAS, the City adopts its budget pursuant to its Charter and Section 166.241, Florida Statutes; and

WHEREAS, the City Manager of the City of Port Orange has prepared the annual report and budget for the Eastport Tax increment district of the City of Port Orange for fiscal year 2015-2016 and has submitted same to the City Council; and

WHEREAS, the proposed budget sets forth, in detail, information on revenues and expenditures, including debt service, and comparative figures for preceding fiscal years; and

WHEREAS, the City Council has made a study of the recommended budget and has made amendments thereto as indicated in the budget; and

WHEREAS, a general summary of the proposed budget has been posted on the City's website and is available for public inspection in the office of the City Clerk; and

WHEREAS, a public hearing on the proposed budget has been conducted by the City Council at 6:30 PM on September 9, 2015 and will be conducted on September 22, 2015, in City Council Chambers at City Hall, 1000 City Center Circle, Port Orange, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The following amounts are appropriated for various funds:

<u>Fund #</u>	<u>Description</u>	<u>Amount</u>
102	Tax Increment Eastport Fund	<u>187,834</u>
TOTAL		\$ <u>187,834</u>

A summary of the estimated revenues and appropriations for all funds is attached hereto as Composite Exhibit A.

Section 2. The 2015-2016 fiscal year operating budget for the Eastport tax increment district of the City of Port Orange, as submitted by the City Manager and as amended by the City Council to fund the amounts necessary for the successful operation of the district, is hereby tentatively adopted.

Section 3. The budget tentatively adopted in the preceding section shall govern the expenditures of the Eastport tax increment district of the City during the ensuing fiscal year effective October 1, 2015 through September 30, 2016.

Section 4. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfers of appropriations may be

effected by the City Council and the City Manager as deemed necessary in strict compliance with the procedures specified in Chapter 2, Article VI, Division 3, Code of Ordinances, City of Port Orange, Florida.

Section 5. This resolution shall become effective immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Passed and adopted on the 9th day of September, 2015

Reviewed and Approved: _____
City Attorney

COMPOSITE EXHIBIT A

Resolution Number: 15-59

FY 2016: TAX INCREMENT EASTPORT FUND (#102)

PREPARED: Finance Staff

FINANCE: 9/2/2015

	PROPOSED BUDGET
<u>REVENUES:</u>	
Advalorem Tax	59,699
Intergovernmental Revenue	99,482
Appropriated Fund Balance	27,153
Interest	<u>1,500</u>
TOTAL REVENUES:	<u>187,834</u>
<u>EXPENDITURES:</u>	
Eastport Tax Increment expenses	<u>187,834</u>
TOTAL EXPENDITURES:	<u>187,834</u>



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Police Pension Board Appointments

DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to re-appoint Todd Traster to the Police Pension Board, and to appoint Warren Carmen as the fifth member.

SUMMARY: Todd Traster's term on the Police Pension Board is expiring on September 28, 2015. Mr. Traster has indicated that he would like to continue his service on the Board. There have been no other applicants for this Board.

In addition, the Board has recommended that Warren Carmen be appointed as the fifth trustee for a two-year term (expiring October 1, 2017). Pursuant to Section 54-134(a) of the Code of Ordinances, Warren Carmen's name is being submitted to you for formal appointment as a ministerial duty.

Attached is a letter from Karan Rounsavall, Plan Administrator, requesting the above appointments be placed on your agenda.

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Memo from Plan Admin	Letter from Plan Admin re Council Appointments to Police Board.pdf
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Fenwick, Robin
Harden, David

Created/Initiated - 08/05/2015
Final Approval - 08/05/2015

MEMORANDUM

September 1, 2015

TO: Robin Fenwick, City Clerk

FROM: Karan Rounsavall, Pension Plan Administrator

SUBJECT: City Council Reappointment of Resident Member and appointment of Fifth Member
Port Orange Police Officers' Pension Board of Trustees

Section 54-134(a) of the *Port Orange Code of Ordinances* [also reference Section 185.05(1)(a) of *Florida Statutes*] provides for membership of the board of trustees for police pension plans. As a local law pension plan, the Board of Trustees for the Port Orange Police Officers' Pension Board consists of five trustees appointed as follows:

- Two legal residents of the municipality who shall be appointed by the city council;
- Two full-time police officers who shall be elected by a majority of the active police officers who are members of such plan; and
- A fifth member chosen by a majority of the previous four trustees and submitted to the city council which shall, as a ministerial duty, appoint such person to the board of trustees as its fifth member.

Each appointed or elected member serves as a trustee for a two-year term.

The following individuals currently serve as trustees:

Name	Position Held	Term
Todd Traster	Resident Member	9/29/2013 – 9/30/2015
Drew Bastian	Resident Member	– 9/30/2015
Sgt. Steve Braddock	Elected Police Member	9/29/2013 – 9/30/2015
Lt. William Proctor	Elected Police Member	9/29/2013 – 9/30/2015
Lt. Chris Besuden	Fifth Member	9/29/2013 – 9/30/2015

At its quarterly meeting on September 3, 2015, the Police Officers' Retirement Board recommended that Warren Carmen be appointed as the fifth trustee for a two-year term (expiring October 1, 2017). Pursuant to the Section 54-134(a) of the *Port Orange Code of Ordinances* outlined above, please submit Warren Carmen's name to the Port Orange City Council for formal consideration and appointment as a ministerial duty.

In addition, please consider the reappointment of Todd Traster as a resident member for a two-year term (expiring October 1, 2017). Mr. Traster has graciously indicated his willingness to continue serving as a trustee to the Port Orange Police Pension Board.

Elections for the police members will be conducted prior to the Pension Board's next quarterly meeting on November 20, 2015.

Please advise when City Council has taken this action. If there are any questions or you require additional information, please feel free to contact me.

The Golf Club at Cypress Head

DATE: 7/31/15 EVALUATION

**Operated by
KEMPERSPORTS Management**

Course:	The Golf Club at Cypress Head
Contract Administrator	Susan Lovallo
KSM Representatives	Jody Graham
General Manager	Bob Duquette
Superintendent	Dennis Pickavance

Prepared by:
Kemper Sports Management, Inc.
500 Skokie Blvd. Suite 444
Northbrook, IL. 60062

1. Golf Shop	Evaluation			
A. Cleanliness/Orderly	7.5	10/14	7.5	04/15
	7.5	11/14	8.0	05/15
B. Appearance	7.5	12/14	8.0	06/15
	7.5	01/15	8.5	07/15
C. Displays	7.5	02/15		08/15
	7.5	03/15		09/15
D. Inventory				

Comments: The golf shop décor has received an appearance upgrade. Over 2/3 of the golf shop has received a new coat of paint and all display walls have been cleaned and polished by the current staff on property.

2. Administrative Offices	Evaluation			
A. Cleanliness/Orderly	7.5	10/14	7.5	04/15
	7.5	11/14	8.0	05/15
B. Appearance	7.5	12/14	8.0	06/15
	7.5	01/15	8.5	07/15
C. Equipment	7.5	02/15		08/15
	7.5	03/15		09/15

Comments: The area is well maintained and regular cleaning is performed by the current staff. The IT department has installed updated monitors for the property controller to help improve her ability to perform her duties.

3. Restaurant / Bar	Evaluation			
A. Cleanliness/Orderly	8.7	10/14	7.0	04/15
	8.7	11/14	5.5	05/15
B. Appearance	8.7	12/14	8.0	06/15
	8.7	01/15	8.0	07/15
C. Tables and Chairs	8.7	02/15		08/15
	8.7	03/15		09/15

Comments: Donations were made to local food pantry for soon to be expired food products. Multiple vendors have been evaluating the restaurant/bar area in preparation to lease that portion of the property.

4. Banquet Room	Evaluation			
A. Cleanliness/Orderly	7.4	10/14	7.0	04/15
	7.4	11/14	6.0	05/15
B. Appearance	7.4	12/14	7.0	06/15
	7.4	01/15	7.0	07/15
C. Tables and Chairs	7.4	02/15		08/15
	7.3	03/15		09/15

Comments: Area has been secured; regular cleaning is being performed. A local company has been awarded the bid for upgrading the area and is scheduled to start in the renovations in August.

5. Kitchen	Evaluation			
A. Customer Service	7.1	10/14	7.0	04/15
	7.1	11/14	5.5	05/15
B. Cleanliness	7.1	12/14	8.0	06/15
	7.1	01/15	8.0	07/15
C. Equipment	7.1	02/15		08/15
	7.1	03/15		09/15

Comments: The kitchen area is secured and we are awaiting proposals to determine who will be awarded the lease regarding the restaurant/bar operations.

6. Club House Restrooms / Hallway	Evaluation			
A. Cleanliness	8.1	10/14	8.0	04/15
	8.1	11/14	8.0	05/15
B. Equipment	8.1	12/14	8.0	06/15
	8.1	01/15	8.0	07/15
C. Appearance	8.1	02/15		08/15
	8.1	03/15		09/15
D. Odor				

Comments: Area has been secured; a cleaning company is contracted for restroom cleaning and all other regular cleaning is being performed by the current staff.

7. Entrance/Ext. Clubhouse/Cart Barn	Evaluation			
A. Landscape	8.3	10/14	8.3	04/15
	8.3	11/14	7.0	05/15
B. Signage	8.3	12/14	7.5	06/15
	8.3	01/15	7.5	07/15
C. Parking Lot	8.3	02/15		08/15
	8.3	03/15		09/15
D. Cement Walkways				

Comments: Area has been secured; weeds have been sprayed and building cobwebs have been reduced by current staff. A beautification proposal for installing new bushes and plants has been received and is being reviewed. The parking area is also being evaluated for possible improvement.

8. First Tee Area / Putting Green / Range	Evaluation			
A. Cut	8.1	10/14	8.0	04/15
	8.1	11/14	1.0	05/15
B. Health	8.1	12/14	7.0	06/15
	8.1	01/15	8.0	07/15
C. Starter Area	8.1	02/15		08/15
	8.1	03/15		09/15
D. Bag Drop				

Comments: Area has been secured; estimates for repairs needed on starter building due to rot and mildew have been received and are currently being reviewed. Putting green has shown good growth and regular fertilizing and verti-cutting has been performed. The range has shown good grass growth and has been fertilized, cut and weeded as part of the regular maintenance process. The lighting system for the range has been fixed and is operational.

9. Tee Conditions-Overall

		<u>Evaluation</u>			
A. Cut	7.5	10/14	7.5	04/15	
	7.5	11/14	8.0	05/15	
B. Health	7.5	12/14	8.0	06/15	
	7.5	01/15	8.5	07/15	
C. Appearance	7.5	02/15		08/15	
	7.5	03/15		09/15	
D. Playability					

Comments: Continued grass growth on all the tee boxes. All areas have been fertilized, cut and weeded as part of the regular maintenance procedures.

10. Fairway Conditions

		<u>Evaluation</u>			
A. Cut	7.7	10/14	7.8	04/15	
	7.8	11/14	8.0	05/15	
B. Health	7.8	12/14	8.0	06/15	
	7.8	01/15	8.5	07/15	
C. Appearance	7.8	02/15		08/15	
	7.8	03/15		09/15	
D. Playability					

Comments: Conditions are good. The maintenance staff continues to work on projects outlined by the superintendent.

11. Primary Rough Conditions

		<u>Evaluation</u>			
A. Health	6.9	10/14	7.0	04/15	
	7.0	11/14	7.5	05/15	
B. Cut	7.0	12/14	8.0	06/15	
	7.0	01/15	8.5	07/15	
C. Appearance	7.0	02/15		08/15	
	7.0	03/15		09/15	
D. Playability					

Comments: In good shape. The maintenance staff continues to work on the designated areas.

12. Common Rough Conditions

		<u>Evaluation</u>			
A. Health	6.5	10/14	6.6	04/15	
	6.6	11/14	7.0	05/15	
B. Cut	6.6	12/14	7.5	06/15	
	6.6	01/15	8.0	07/15	
C. Appearance	6.6	02/15		08/15	
	6.6	03/15		09/15	
D. Playability					

Comments: In good shape. The maintenance staff continues to work on the designated areas.

13. Greens Conditions**Evaluation**

A. Health	8.1	10/14	5.0	04/15
B. Cut	8.2	11/14	1.0	05/15
	8.2	12/14	4.0	06/15
C. Appearance	8.2	01/15	6.5	07/15
	8.2	02/15		08/15
D. Playability	8.2	03/15		09/15

Comments: The greens have shown good growth on all areas. Our superintendent is currently following all procedures necessary to continue grass growth. The areas have been fertilized, weeded and verticut to proper specifications.

14. Bunkers**Evaluation**

A. Appearance	3.4	10/14	3.4	04/15
	3.4	11/14	3.0	05/15
B. Texture	3.4	12/14	5.0	06/15
	3.4	01/15	7.0	07/15
C. Playability	3.4	02/15		08/15
	3.4	03/15		09/15
D. Conditions				

Comments: Bunkers areas have shown improved drainage following any rain events and new bunker sand has been added.

15. Course Restrooms**Evaluation**

6.4	10/14	6.3	04/15
6.3	11/14	4.0	05/15
6.3	12/14	4.0	06/15
6.3	01/15	4.0	07/15
6.3	02/15		08/15
6.3	03/15		09/15

Comments: Estimates for repair and replacement of doors, locks and fixtures have been received and are currently being reviewed to determine which company will perform upgrades.

16. Cart Paths**Evaluation**

A. Edging	6.9	10/14	6.9	04/15
	6.9	11/14	7.0	05/15
B. Trimming of shrubs	6.9	12/14	7.0	06/15
	6.9	01/15	7.0	07/15
C. Tee Signs / Beds	6.9	02/15		08/15
	6.9	03/15		09/15
D. Curbing / Corners				
E. Bridges				

Comments: Overall the paths are in pretty good condition. There are some areas that need to be repaired and that is currently on schedule to be performed. Edging and trimming are done as part of the regular maintenance duties.

17. Fertilizer & Chemical Program		Evaluation			
A. Records	6.5	10/14	6.5	04/15	
	6.5	11/14	6.5	05/15	
B. Up-Date	6.5	12/14	7.0	06/15	
	6.5	01/15	8.0	07/15	
C. Per Maintenance Plan	6.5	02/15		08/15	
	6.5	03/15		09/15	
D. Material Storage					

Comments: Records and maintenance plans are up to date.

18. Maintenance Equip. Fleet Conditions		Evaluation			
A. Preventative Care	5.0	10/14	5.0	04/15	
	5.0	11/14	5.0	05/15	
B. Appearance	5.0	12/14	5.0	06/15	
	5.0	01/15	5.5	07/15	
C. Storage Area	5.0	02/15		08/15	
	5.0	03/15		09/15	
D. Maintenance					

Comments: During the month, repairs were needed on several pieces of equipment. Regular maintenance procedures on the fleet are being performed. Storage area is clear and secure.

19. Maintenance Facility		Evaluation			
A. Surrounding Compound	5.3	10/14	5.3	04/15	
	5.3	11/14	5.3	05/15	
B. Offices & Break Room	5.3	12/14	6.0	06/15	
	5.3	01/15	6.0	07/15	
C. Safety Hazards	5.3	02/15		08/15	
	5.3	03/15		09/15	
D. Pump House Cleanliness					

Comments: The air conditioning unit in the offices failed and had to be repaired.

20. Golf Cart Fleet		Evaluation			
A. Appearance	8.5	10/14	4.0	04/15	
	8.4	11/14	3.0	05/15	
B. Mechanical function	8.2	12/14	3.0	06/15	
	7.9	01/15	3.5	07/15	
C. Batteries Watered	7.5	02/15		08/15	
	7.4	03/15		09/15	

Comments: The fleet continues to be monitored regularly and all carts have been identified regarding which one will require repairs. The process involving purchasing new carts for the upcoming season has been ongoing and a decision regarding which company will be awarded the contract should be finalized in August.

The purpose of the evaluation is to assure that the golf course continues to move forward in a positive direction, and if there are weaknesses, we address them as soon as possible.

The final ratings will be based on the categories listed, plus the feeling, ideas and experience of the raters. Any suggestions or changes made by the raters should be addressed at once. The ratings are based on a scale of 1 – 10.

Rating Summary:

Needs Improvement 1.0 to 4.9

Average: 5.0

Good: 6.0

Excellent: 7.0

Outstanding: 8.0 to 10.0

Current Overall Rating:

7.07	10/14	6.5	04/15
7.08	11/14	5.7	05/15
7.07	12/14	6.7	06/15
7.06	01/15	7.2	07/15
7.04	02/15		08/15
7.04	03/15		09/15

The Golf Club at Cypress Head
Course Cash Flow Report
For the Year Ended September 30, 2015

	OCT Actual	NOV Actual	DEC Actual	JAN Actual	FEB Actual	MAR Actual	APR Actual	MAY Actual	JUN Actual	JUL Actual	AUG Actual	SEP Actual	TOTAL
EBITDA	(41,222)	(5,960)	(1,149)	22,483	26,054	59,419	25,813	(77,519)	(86,104)	(78,929)	5,814	0	(151,300)
Management Fee Expense	(7,370)	(7,370)	(7,270)	(7,370)	(7,370)	(7,370)	(7,370)	(3,685)	(3,685)	(3,685)	0	0	(62,541)
Depreciation & Amortization	(535)	(535)	(535)	(535)	(535)	(535)	(535)	(535)	(535)	1,005	0	0	(3,810)
Net Income	(49,127)	(13,864)	(8,954)	14,578	18,149	51,514	17,909	(81,739)	(90,324)	(81,609)	5,814	0	(217,651)
Working Capital Changes													
Inventory	2,631	2,121	98	(4,802)	3,028	3,531	18,755	1,590	10,416	1,229	0	0	38,597
Receivables	37,285	143	2,267	1,440	(2,670)	(4,624)	3,312	1,364	3,410	(2,576)	0	0	39,354
Prepaid Expenses	11,483	(9,990)	6,931	5,457	4,336	(4,017)	3,490	4,269	(14,872)	(310)	0	0	6,767
Payables	19,290	(20,844)	8,599	5,054	(5,417)	1,129	3,494	(17,802)	(8,604)	8,881	0	0	(6,221)
Due to from the City	12,025	2,036	63,815	11,783	11,911	10,827	(123,357)	61,063	69,953	109,407	0	0	229,462
Accrued Expenses	3,433	(26,128)	5,162	8,566	450	14,233	(8,546)	(19,581)	2,393	3,156	(5,814)	0	(22,676)
Deferred Revenues	(20,388)	(15,138)	(7,601)	(15,851)	(17,064)	(15,374)	(22,291)	2,129	(4,045)	(726)	0	0	(116,348)
Depreciation & Amortization	535	535	535	535	535	535	535	535	535	(1,005)	0	0	3,810
Operating Cash Flow	17,168	(81,129)	70,853	26,761	13,258	57,754	(106,709)	(48,172)	(31,138)	36,447	0	0	(44,906)
Investing Activities													
Financing Activities													
Net Cash Flows	17,168	(81,129)	70,853	26,761	13,258	57,754	(106,709)	(48,172)	(31,138)	36,447	0	0	(44,906)
Beginning Cash	74,679	91,847	10,717	81,570	108,332	121,590	179,344	72,635	24,464	(6,674)	29,773	29,773	818,049
Net Cash Flows	17,168	(81,129)	70,853	26,761	13,258	57,754	(106,709)	(48,172)	(31,138)	36,447	0	0	(44,906)
Ending Cash	91,847	10,717	81,570	108,332	121,590	179,344	72,635	24,464	(6,674)	29,773	29,773	29,773	773,144

**The Golf Club at Cypress Head
Course Cash Flow Report
July 31, 2015**

	<u>July</u>	<u>YTD</u>
EBITDA	(\$78,929.05)	(\$157,114.32)
Management Fee Expense	(3,684.76)	(62,540.85)
Depreciation & Amortization	<u>1,004.59</u>	<u>(3,810.14)</u>
Net Income	(81,609.22)	(223,465.31)
Working Capital Changes		
Inventory	1,229.36	38,596.88
Receivables	(2,575.72)	39,353.51
Payables	8,881.09	(6,220.96)
Due to from the City	109,406.52	229,462.02
Prepays	(310.11)	6,767.17
Accrued Liabilities	3,155.84	(16,861.50)
Other Liabilities	(726.13)	(116,347.83)
Depreciation & Amortization	<u>(1,004.59)</u>	<u>3,810.14</u>
Operating Cash Flow	36,447.04	(44,905.88)
Investing Cash Flows	<u> </u>	<u> </u>
Financing Cash Flow	<u> </u>	<u> </u>
Net Cash Flows	<u><u>36,447.04</u></u>	<u><u>(44,905.88)</u></u>
Beginning Cash	(6,674.30)	74,678.62
Net Cash Flows	<u>36,447.04</u>	<u>(44,905.88)</u>
Ending Cash	<u><u>29,772.74</u></u>	<u><u>29,772.74</u></u>

The Golf Club at Cypress Head
Summary of All Units
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
637	0	0%	41,305	2%		425,627	460,517	92%	525,118	81%	460,517	494,797
0	0	0%	32,709	0%	Green Fees	288,715	321,778	90%	401,901	72%	321,778	343,585
0	0	0%	250	0%	Cart Fee	0	0	0%	250	0%	0	0
0	0	0%	0	0%	Initiation Fees	0	0	0%	193	0%	0	0
0	0	0%	20	0%	Merchandise	4,392	4,747	93%	4,714	93%	4,747	4,412
0	0	0%	327	0%	Handicap Fee	407	878	46%	1,342	30%	878	492
2,576	0	0%	0	0%	Other Pro Shop Revenue	2,576	0	0%	0	0%	0	2,576
0	0	0%	175	0%	Rental Clubs	1,856	1,487	125%	2,132	87%	1,487	2,009
246	750	33%	5,274	5%	Retail	53,518	46,722	115%	61,074	88%	48,222	64,522
0	2,250	0%	2,379	0%	Range	16,885	34,115	49%	31,287	54%	38,615	20,884
0	0	0%	11,001	0%	Food & Beverage	104,050	110,318	94%	144,784	72%	110,318	124,450
0	0	0%	6,577	0%	Beer	44,563	47,048	95%	65,108	68%	47,048	55,009
0	0	0%	2,687	0%	Liquor	26,928	28,483	95%	33,644	80%	28,483	31,111
0	0	0%	192	0%	Wine	6,826	6,549	104%	7,180	95%	6,549	7,455
0	0	0%	0	0%	F&B Other	600	0	0%	1,233	49%	0	741
0	0	0%	3,088	0%	City Surcharge R & R	24,901	28,192	88%	33,393	75%	28,192	29,584
3,459	3,000	115%	105,985	3%	Total Revenues	1,001,843	1,090,834	92%	1,313,353	76%	1,096,834	1,181,626
COST OF GOODS SOLD												
451	525	86%	3,673	12%	COGS - Merchandise	44,215	32,736	135%	43,351	102%	33,796	50,139
(1)	0	0%	7,609	0%	COGS - Food & Beverage	47,068	44,127	107%	66,622	71%	44,127	55,597
0	0	0%	3,538	0%	COGS - Beer	16,879	17,408	97%	23,568	72%	17,408	20,647
0	0	0%	688	0%	COGS - Liquor	5,659	6,266	90%	5,750	98%	6,266	6,668
0	0	0%	83	0%	COGS - Wine	2,986	1,573	190%	3,091	97%	1,573	3,168
450	525	86%	15,592	3%	Total COGS	116,807	102,110	114%	142,382	82%	103,160	136,219
3,009	2,475	122%	90,393	3%	GROSS MARGIN	885,036	988,724	90%	1,170,972	76%	993,674	1,045,407
183.01%	70.00%	261.44%	69.65%	262.76%	COGS - Merchandise %	82.62%	70.07%	117.91%	70.76%	116.76%	70.06%	943.97%
0.00%	0.00%	0.00%	69.17%	0.00%	COGS - Food & Beverage %	45.24%	40.00%	113.09%	46.01%	98.31%	40.00%	408.35%
0.00%	0.00%	0.00%	53.79%	0.00%	COGS - Beer %	37.88%	37.00%	102.37%	36.20%	104.63%	37.00%	343.76%
0.00%	0.00%	0.00%	25.61%	0.00%	COGS - Liquor %	21.01%	22.00%	95.53%	17.09%	122.96%	22.00%	198.69%
0.00%	0.00%	0.00%	43.31%	0.00%	COGS - Wine %	43.74%	24.02%	182.12%	43.05%	101.60%	24.02%	322.33%
0.00%	0.00%	0.00%	58.26%	0.00%	COGS - All Food & Bev	39.81%	36.06%	110.39%	39.50%	100.77%	36.06%	8438.10%
PAYROLL												
14,816	16,096	92%	17,654	84%	Gross Payroll - Salaried	184,580	173,073	107%	174,877	106%	207,995	214,950
0	0	0%	3,585	0%	Gross Kitchen Payroll - Salaried	24,498	26,250	93%	36,554	67%	26,250	27,540
12,506	12,050	104%	20,154	62%	Gross Payroll - Hourly	176,989	179,042	99%	195,374	91%	203,142	215,696
0	0	0%	6,276	0%	Gross Kitchen Payroll - Hourly	51,389	44,397	116%	62,709	82%	44,397	63,197
27,322	28,146	97%	47,669	57%	S/T Wages	437,456	422,762	103%	469,514	93%	481,784	521,382
2,321	2,043	114%	3,634	64%	Payroll Tax - FICA	33,813	32,120	105%	35,682	95%	36,674	40,725
73	141	51%	1,074	7%	Payroll Tax - UC	10,223	13,007	79%	12,187	84%	13,289	11,706
842	577	146%	1,387	61%	Payroll Tax - WC	10,915	8,712	125%	10,181	107%	10,012	12,634
4,246	5,342	79%	5,627	75%	Benefits	59,915	64,761	93%	67,158	89%	76,195	72,413
7,481	8,103	92%	11,722	64%	S/T Adders	114,867	118,600	97%	125,208	92%	136,170	137,478
34,803	36,249	96%	59,391	59%	TOTAL PAYROLL	552,324	541,362	102%	594,722	93%	617,954	658,861
OPERATING EXPENSES												
0	0	0%	389	0%	Bar Supplies	2,165	2,425	89%	4,342	50%	2,425	2,434
0	0	0%	15	0%	Cart Supplies	521	431	121%	468	111%	431	121
8	0	0%	12	67%	Course Accessories	4,133	2,108	196%	3,549	116%	2,608	4,471
0	0	0%	0	0%	Dining Room Supplies	92	1,494	6%	1,626	6%	1,494	209
7,907	3,880	204%	904	875%	Fertilizer	20,547	15,078	136%	9,569	215%	18,947	22,089
1,256	1,275	99%	1,951	64%	Fuel	8,049	11,363	71%	12,009	67%	13,913	9,704
0	0	0%	198	0%	Fungicides	1,320	2,494	53%	1,931	68%	2,494	1,544
1,645	1,953	84%	961	171%	Herbicides	12,486	6,126	204%	11,125	112%	9,202	14,028
2,239	3,000	75%	3,954	57%	Insecticides	8,751	6,275	139%	10,184	86%	11,975	10,883
14	0	0%	507	3%	Janitorial Supplies	4,278	5,410	79%	6,630	65%	5,410	5,068
0	0	0%	131	0%	Kitchen Supplies	3,816	2,098	182%	3,094	123%	2,098	4,300
0	0	0%	259	0%	Laundry/Linens	3,772	3,440	110%	5,231	72%	3,440	4,398
0	0	0%	0	0%	Laundry/Uniforms	2,038	2,518	81%	2,294	89%	2,518	2,161
81	50	163%	217	38%	Office Supplies	2,334	3,046	77%	3,375	69%	3,146	3,246
0	0	0%	0	0%	Printing	72	0	0%	0	0%	0	72
0	0	0%	0	0%	Range Balls	3,675	3,970	93%	2,970	124%	8,970	3,675
0	0	0%	0	0%	Range Equipment	173	0	0%	0	0%	0	173
0	0	0%	0	0%	Range Expenses	463	411	113%	868	53%	411	801
0	0	0%	0	0%	Sand/Topdress	746	2,972	25%	1,880	40%	3,572	1,345
0	0	0%	0	0%	Seeds/Trees	16,125	16,131	100%	16,131	100%	16,125	16,125
0	0	0%	0	0%	Small Tools	186	16	1164%	58	319%	16	186
0	0	0%	33	0%	Staff/Volunteer Uniforms	283	445	64%	178	159%	445	283
0	0	0%	0	0%	Supplies	2,145	2,750	78%	3,126	69%	2,750	2,145
1,530	0	0%	163	938%	Tournament Expense	1,580	595	266%	762	207%	595	1,630

The Golf Club at Cypress Head
Summary of All Units
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
91	90	101%	171	53%	Alarm System	1,337	1,058	126%	1,722	78%	1,238	1,568
0	0	0%	0	0%	Carpet Cleaning	300	0	0%	550	55%	0	640
477	0	0%	544	88%	Cart Repairs	24,635	226	10989%	1,544	1609%	226	26,180
151	235	64%	258	59%	Computer Service	2,718	2,350	116%	2,468	110%	2,820	3,235
130	0	0%	548	24%	Contract Cleaning	3,999	3,843	104%	5,490	73%	3,843	5,097
396	0	0%	228	174%	Handicap Expense	4,662	4,662	99%	4,632	101%	4,818	4,818
403	125	323%	953	42%	Irrigation	6,467	3,678	176%	3,069	211%	5,203	8,098
0	0	0%	302	0%	Lesson Expense	319	525	61%	845	38%	525	503
0	0	0%	115	0%	Pest Control	920	855	108%	1,360	68%	1,140	1,150
1,237	1,500	82%	3,257	38%	Repair & Maint - Equipment	22,908	19,370	118%	23,123	99%	22,370	24,923
2,580	0	0%	78	3307%	Repair & Maint - Building	1,016	6,432	16%	6,783	15%	6,432	857
0	0	0%	0	0%	Repair & Maint - Other	907	0	0%	0	0%	0	907
6,032	6,032	100%	6,032	100%	Cart Lease	60,322	60,320	100%	60,322	100%	72,384	72,386
4,495	4,495	100%	5,284	85%	Equipment Lease	45,800	46,108	99%	52,843	87%	55,098	56,368
157	157	100%	157	100%	Off-Site Storage	1,747	1,570	111%	1,443	121%	1,884	2,061
636	323	197%	1,010	63%	Utilities - Electric	11,914	8,130	147%	10,955	109%	8,936	14,076
0	0	0%	1,243	0%	Utilities - Gas	6,026	5,445	111%	9,006	67%	5,445	7,369
4,166	2,126	196%	3,648	114%	Utilities - Other	33,476	31,768	105%	33,632	100%	36,780	40,970
199	208	96%	242	82%	Utilities - Telephone/Fax	2,432	2,413	101%	2,114	115%	2,816	2,916
234	168	140%	181	130%	Utilities - Water	2,183	1,953	112%	1,918	114%	2,532	2,564
(1,126)	700	-161%	1,292	-87%	Advertising & Promotion	18,638	14,619	127%	17,846	104%	32,119	19,781
(155)	187	-83%	17	-923%	Bank Charges	685	2,052	33%	495	139%	2,440	754
(19)	0	0%	(52)	37%	Cash Short/(Over)	(42)	0	0%	536	-8%	0	(443)
125	175	71%	175	71%	Cell Phone	1,350	1,700	79%	1,575	86%	2,050	1,700
0	0	0%	3,088	0%	City Surcharge R & R	24,901	28,192	88%	33,393	75%	28,192	29,584
0	35	0%	84	0%	Copier/Photocopies	955	256	373%	622	154%	326	1,048
402	75	536%	2,042	20%	Credit Card Discounts	21,126	16,709	126%	22,928	92%	16,859	24,767
131	0	0%	0	0%	Donations	1,444	0	0%	0	0%	0	1,444
55	0	0%	0	0%	Dues & Subscriptions	1,083	571	190%	566	191%	611	1,183
230	50	460%	0	0%	Education & Training	535	496	108%	0	0%	496	535
90	0	0%	190	47%	Employee Relations	1,484	2,262	66%	2,872	52%	2,262	1,717
0	0	0%	28	0%	Employee Testing	0	166	0%	250	0%	166	56
3,796	3,733	102%	3,665	104%	Insurance Expense	38,481	36,558	105%	35,074	110%	44,024	45,810
0	0	0%	0	0%	Member Relations	283	442	64%	472	60%	442	535
44	0	0%	23	188%	Messenger Service - Fedex	315	249	126%	300	105%	249	384
0	0	0%	0	0%	Miscellaneous	41	0	0%	0	0%	0	41
0	0	0%	0	0%	O/S - Accounting	12,000	13,800	87%	13,200	91%	13,800	12,000
2,213	0	0%	0	0%	O/S - Legal	2,648	150	1766%	150	1766%	150	2,728
0	0	0%	0	0%	O/S - Other	3,952	4,276	92%	4,204	94%	4,276	5,752
608	198	307%	305	199%	Payroll Processing Fee	3,567	2,469	144%	2,627	136%	2,722	4,137
0	65	0%	121	0%	Postage/Shipping	269	533	50%	470	57%	663	432
0	0	0%	0	0%	Professional Dues	0	500	0%	0	0%	700	0
75	0	0%	45	167%	Tax/Licenses/Fees	1,857	0	0%	698	266%	83	1,955
595	0	0%	500	119%	Theft Loss	5,711	2,140	267%	3,659	156%	2,140	5,856
0	0	0%	0	0%	Travel - Meals	54	0	0%	0	0%	0	54
1,906	781	244%	490	389%	Travel - Other	10,966	7,502	146%	7,376	149%	9,888	12,111
2,100	0	0%	0	0%	Website Expenses	2,100	2,100	100%	2,100	100%	2,100	2,100
0	0	0%	0	0%	Employee Meals	1,395	0	0%	0	0%	0	1,395
47,135	31,616	149%	45,957	103%	TOTAL OPERATING EXPENSES	489,827	430,074	114%	476,631	103%	514,113	565,595
(78,929)	(65,390)	121%	(14,955)	528%	EBITDA	(157,114)	17,288	-909%	99,618	-158%	(138,393)	(179,048)
3,685	0	0%	7,225	51%	Management Fee	62,541	51,590	121%	72,250	87%	66,330	76,991
3,685	0	0%	7,225	51%	Management Fees	62,541	51,590	121%	72,250	87%	66,330	76,991
(1,386)	0	0%	154	-900%	Deprec - Office F,F&E	0	1,078	0%	1,540	0%	1,078	(957)
98	0	0%	98	100%	Deprec - Mach & Equip	976	753	130%	976	100%	753	745
283	0	0%	283	100%	Deprec - Buildings	2,835	1,984	143%	2,835	100%	1,984	1,819
(1,005)	0	0%	535	-188%	S/T DEPR. & AMORT	3,810	3,815	100%	5,350	71%	3,815	1,607
(81,609)	(65,390)	125%	(22,715)	359%	NET INCOME	(223,465)	(38,117)	586%	22,019	-1015%	(208,538)	(257,646)

The Golf Club at Cypress Head
Course & Grounds
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
637	0	0%	41,305	2%	Green Fees	425,627	460,517	92%	525,118	81%	460,517	494,797
0	0	0%	3,988	0%	City Surcharge R & R	24,901	28,192	88%	33,393	75%	28,192	29,584
637	0	0%	44,393	1%	Total Revenues	450,527	488,709	92%	558,511	81%	488,709	524,380
637	0	0%	44,393	1%	GROSS MARGIN	450,527	488,709	92%	558,511	81%	488,709	524,380
PAYROLL												
5,737	6,650	86%	6,484	88%	Gross Payroll - Salaried	64,125	66,703	96%	64,765	99%	80,003	74,705
12,506	12,050	104%	11,418	110%	Gross Payroll - Hourly	123,946	119,878	103%	110,978	112%	143,978	148,010
18,243	18,700	98%	17,902	102%	S/T Wages	188,071	186,581	101%	175,742	107%	223,981	222,716
1,341	1,450	92%	1,278	105%	Payroll Tax - FICA	13,335	14,332	93%	12,436	107%	17,232	16,093
73	116	63%	293	25%	Payroll Tax - UC	3,609	4,936	73%	3,671	98%	5,168	4,108
357	410	87%	436	82%	Payroll Tax - WC	4,435	3,906	114%	3,730	119%	4,726	5,174
3,343	3,411	98%	2,735	122%	Benefits	31,423	32,576	96%	31,008	101%	39,398	37,740
5,114	5,387	95%	4,742	108%	S/T Adders	52,802	55,750	95%	50,844	104%	66,524	63,114
23,357	24,087	97%	22,644	103%	TOTAL PAYROLL	240,873	242,331	99%	226,586	106%	290,505	285,829
OPERATING EXPENSES												
8	0	0%	12	67%	Course Accessories	4,133	2,108	196%	3,549	116%	2,608	4,471
7,907	3,880	204%	904	875%	Fertilizer	20,547	15,078	136%	9,569	215%	18,947	22,089
1,256	1,275	99%	1,951	64%	Fuel	8,049	11,363	71%	12,009	67%	13,913	9,704
0	0	0%	198	0%	Fungicides	1,320	2,494	53%	1,931	68%	2,494	1,544
1,645	1,953	84%	961	171%	Herbicides	12,486	6,126	204%	11,125	112%	9,202	14,028
2,239	3,000	75%	3,954	57%	Insecticides	8,751	6,275	139%	10,184	86%	11,975	10,883
0	0	0%	0	0%	Sand/Topdress	746	2,972	25%	1,880	40%	3,572	1,345
0	0	0%	0	0%	Seeds/Trees	16,125	16,131	100%	16,131	100%	16,131	16,125
0	0	0%	0	0%	Small Tools	186	16	1164%	58	319%	16	186
0	0	0%	33	0%	Staff/Volunteer Uniforms	283	445	64%	178	159%	445	283
403	125	323%	953	42%	Irrigation	6,461	3,678	176%	3,069	211%	5,203	8,098
1,237	1,500	82%	1,898	65%	Repair & Maint - Equipment	15,908	16,319	97%	17,631	90%	19,319	17,923
0	0	0%	0	0%	Repair & Maint - Building	662	41	1615%	541	122%	41	503
4,495	4,495	100%	5,159	87%	Equipment Lease	44,949	45,108	100%	51,593	87%	54,098	55,268
226	223	101%	305	74%	Utilities - Electric	2,575	1,796	143%	1,977	130%	2,402	3,160
2,917	1,126	259%	1,383	211%	Utilities - Other	15,508	16,953	91%	13,264	117%	19,965	18,388
92	101	91%	92	101%	Utilities - Telephone/Fax	935	918	102%	700	134%	1,120	1,119
234	168	140%	181	130%	Utilities - Water	2,183	1,953	112%	1,918	114%	2,532	2,564
230	50	460%	0	0%	Education & Training	230	496	46%	0	0%	496	230
54	0	0%	0	0%	Employee Relations	145	0	0%	0	0%	0	145
0	0	0%	28	0%	Employee Testing	0	166	0%	250	0%	166	56
0	0	0%	0	0%	O/S - Other	3,875	3,720	104%	3,620	107%	3,720	5,675
0	0	0%	0	0%	Professional Dues	0	500	0%	0	0%	700	0
0	300	0%	300	0%	Travel - Other	900	3,000	30%	3,000	30%	3,600	1,500
22,944	18,196	126%	18,311	125%	TOTAL OPERATING EXPENSES	166,956	157,656	106%	164,178	102%	192,665	195,286
(45,664)	(42,283)	108%	3,438	-1328%	EBITDA	42,698	88,722	48%	167,746	25%	5,539	43,265
(45,664)	(42,283)	108%	3,438	-1328%	NET INCOME	42,698	88,722	48%	167,746	25%	5,539	43,265

The Golf Club at Cypress Head
Carts
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
0	0	0%	32,709	0%	REVENUES							
0	0	0%	32,709	0%	Cart Fee	288,715	321,778	90%	401,901	72%	321,778	343,585
0	0	0%	32,709	0%	Total Revenues	288,715	321,778	90%	401,901	72%	321,778	343,585
0	0	0%	32,709	0%	GROSS MARGIN	288,715	321,778	90%	401,901	72%	321,778	343,585
0	0	0%	4,666	0%	PAYROLL							
0	0	0%	4,666	0%	Gross Payroll - Hourly	34,791	35,844	97%	49,138	71%	35,844	42,444
					S/T Wages	34,791	35,844	97%	49,138	71%	35,844	42,444
0	0	0%	358	0%	Payroll Tax - FICA	2,636	2,743	96%	3,751	70%	2,743	3,241
0	0	0%	302	0%	Payroll Tax - UC	1,532	2,189	70%	2,461	62%	2,189	1,891
0	0	0%	183	0%	Payroll Tax - WC	719	736	98%	1,059	68%	736	866
0	0	0%	3	0%	Benefits	62	52	120%	78	80%	52	81
0	0	0%	846	0%	S/T Adders	4,950	5,720	87%	7,349	67%	5,720	6,079
0	0	0%	5,512	0%	TOTAL PAYROLL	39,741	41,564	96%	56,486	70%	41,564	48,523
0	0	0%	15	0%	OPERATING EXPENSES							
477	0	0%	544	88%	Cart Supplies	521	431	121%	468	111%	431	521
6,032	6,032	100%	6,032	100%	Cart Repairs	24,835	226	10989%	1,544	1609%	226	26,180
410	100	410%	705	58%	Cart Lease	60,322	60,320	100%	60,322	100%	72,384	72,386
6,919	6,132	113%	7,296	95%	Utilities - Electric	9,339	6,334	147%	8,977	104%	6,534	10,916
					TOTAL OPERATING EXPENSES	95,018	67,311	141%	71,311	133%	79,575	110,004
(6,919)	(6,132)	113%	19,901	-35%	EBITDA	153,957	212,903	72%	274,104	56%	200,639	185,059
(6,919)	(6,132)	113%	19,901	-35%	NET INCOME	153,957	212,903	72%	274,104	56%	200,639	185,059

The Golf Club at Cypress Head
Range
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
0	2,250	0%	2,379	0%	REVENUES							
0	2,250	0%	2,379	0%	Range	16,885	34,115	49%	31,287	54%	38,615	20,884
0	2,250	0%	2,379	0%	Total Revenues	16,885	34,115	49%	31,287	54%	38,615	20,884
0	2,250	0%	2,379	0%	GROSS MARGIN	16,885	34,115	49%	31,287	54%	38,615	20,884
0	0	0%	0	0%	OPERATING EXPENSES							
0	0	0%	0	0%	Range Balls	3,675	3,970	93%	2,970	124%	8,970	3,675
0	0	0%	0	0%	Range Equipment	173	0	0%	0	0%	0	173
0	0	0%	0	0%	Range Expenses	463	411	113%	868	53%	411	801
0	0	0%	0	0%	Repair & Maint - Equipment	1,103	580	190%	1,034	107%	580	1,103
0	0	0%	0	0%	TOTAL OPERATING EXPENSES	5,414	4,961	109%	4,872	111%	9,961	5,751
0	2,250	0%	2,379	0%	EBITDA	11,471	29,154	39%	26,416	43%	28,654	15,133
0	2,250	0%	2,379	0%	NET INCOME	11,471	29,154	39%	26,416	43%	28,654	15,133

The Golf Club at Cypress Head
F & B Cafe
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
0	0	0%	11,001	0%	Food & Beverage	104,050	110,318	94%	144,784	72%	110,318	124,450
0	0	0%	6,577	0%	Beer	44,563	47,048	95%	65,108	68%	47,048	55,009
0	0	0%	2,687	0%	Liquor	26,928	28,483	95%	33,644	80%	28,483	31,111
0	0	0%	192	0%	Wine	6,826	6,549	104%	7,180	95%	6,549	7,455
0	0	0%	0	0%	F&B Other	600	0	0%	1,233	49%	0	741
0	0	0%	20,457	0%	Total Revenues	182,967	192,398	95%	251,949	73%	192,398	218,765
COST OF GOODS SOLD												
(1)	0	0%	7,609	0%	COGS - Food & Beverage	47,068	44,127	107%	66,622	71%	44,127	55,597
0	0	0%	3,538	0%	COGS - Beer	16,879	17,408	97%	23,568	72%	17,408	20,647
0	0	0%	688	0%	COGS - Liquor	5,659	6,266	90%	5,750	98%	6,266	6,668
0	0	0%	83	0%	COGS - Wine	2,986	1,573	190%	3,091	97%	1,573	3,168
(1)	0	0%	11,918	0%	Total COGS	72,592	69,374	105%	99,031	73%	69,374	86,080
1	0	0%	8,538	0%	GROSS MARGIN	110,375	123,024	90%	152,918	72%	123,024	132,685
0.00%	0.00%	0.00%	69.17%	0.00%	COGS - Food & Beverage %	45.24%	40.00%	113.09%	46.01%	98.31%	40.00%	408.35%
0.00%	0.00%	0.00%	53.79%	0.00%	COGS - Beer %	37.88%	37.00%	102.37%	36.20%	104.63%	37.00%	343.76%
0.00%	0.00%	0.00%	25.61%	0.00%	COGS - Liquor %	21.01%	22.00%	95.53%	17.09%	122.96%	22.00%	198.69%
0.00%	0.00%	0.00%	43.31%	0.00%	COGS - Wine %	43.74%	24.02%	182.12%	43.05%	101.60%	24.02%	322.33%
0.00%	0.00%	0.00%	58.26%	0.00%	COGS - All Food & Bev	39.81%	36.06%	110.39%	39.50%	100.77%	36.06%	8438.10%
PAYROLL												
0	0	0%	3,585	0%	Gross Kitchen Payroll - Salaried	24,498	26,250	93%	36,554	67%	26,250	27,540
0	0	0%	6,276	0%	Gross Kitchen Payroll - Hourly	51,389	44,397	116%	62,709	82%	44,397	63,197
0	0	0%	9,861	0%	S/T Wages	75,887	70,647	107%	99,263	76%	70,647	90,736
0	0	0%	761	0%	Payroll Tax - FICA	6,459	5,406	119%	8,319	78%	5,406	7,772
0	0	0%	318	0%	Payroll Tax - UC	3,142	3,047	103%	3,636	88%	3,047	3,632
0	0	0%	298	0%	Payroll Tax - WC	2,039	1,449	141%	2,163	94%	1,449	2,354
0	0	0%	1,068	0%	Benefits	6,719	8,578	78%	11,591	58%	8,578	7,592
0	0	0%	2,445	0%	S/T Adders	18,358	18,480	99%	25,710	71%	18,480	21,350
0	0	0%	12,306	0%	TOTAL PAYROLL	94,245	89,127	106%	124,973	75%	89,127	112,086
OPERATING EXPENSES												
0	0	0%	389	0%	Bar Supplies	2,165	2,425	89%	4,342	50%	2,425	2,434
0	0	0%	0	0%	Dining Room Supplies	92	1,494	6%	1,626	6%	1,494	209
0	0	0%	131	0%	Kitchen Supplies	3,816	2,098	182%	3,094	123%	2,098	4,300
0	0	0%	259	0%	Laundry/Linens	3,772	3,440	110%	5,231	72%	3,440	4,398
0	0	0%	0	0%	Office Supplies	57	0	0%	20	284%	0	57
0	0	0%	1,273	0%	Repair & Maint - Equipment	4,898	1,802	272%	3,711	132%	1,802	4,898
0	0	0%	125	0%	Equipment Lease	851	1,000	85%	1,250	68%	1,000	1,101
0	0	0%	1,243	0%	Utilities - Gas	6,026	5,445	111%	9,006	67%	5,445	7,369
0	0	0%	0	0%	Tax/Licenses/Fees	2,343	0	0%	923	254%	0	2,343
595	0	0%	500	119%	Theft Loss	5,711	2,140	267%	3,659	156%	2,140	5,856
595	0	0%	3,919	15%	TOTAL OPERATING EXPENSES	29,730	19,844	150%	32,862	90%	19,844	32,965
(594)	0	0%	(7,687)	8%	EBITDA	(13,600)	14,053	-97%	(4,917)	277%	14,053	(12,366)
(594)	0	0%	(7,687)	8%	NET INCOME	(13,600)	14,053	-97%	(4,917)	277%	14,053	(12,366)

The Golf Club at Cypress Head
Golf Shop
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
0	0	0%	0	0%	Merchandise	0	0	0%	193	0%	0	0
0	0	0%	20	0%	Handicap Fee	4,392	4,747	93%	4,714	93%	4,747	4,412
0	0	0%	327	0%	Lessons	407	878	46%	1,342	30%	878	492
2,576	0	0%	0	0%	Other Pro Shop Revenue	2,576	0	0%	0	0%	0	2,576
0	0	0%	175	0%	Rental Clubs	1,856	1,487	125%	2,132	87%	1,487	2,009
246	750	33%	5,274	5%	Retail	53,518	46,722	115%	61,074	88%	48,222	64,522
2,822	750	376%	5,796	49%	Total Revenues	62,748	53,834	117%	69,455	90%	55,334	74,011
COST OF GOODS SOLD												
451	525	86%	3,673	12%	COGS - Merchandise	44,215	32,736	135%	43,351	102%	33,786	50,139
451	525	86%	3,673	12%	Total COGS	44,215	32,736	135%	43,351	102%	33,786	50,139
2,372	225	1054%	2,123	112%	GROSS MARGIN	18,533	21,098	88%	26,104	71%	21,548	23,872
183.01%	70.00%	261.44%	69.65%	262.76%	COGS - Merchandise %	82.62%	70.07%	117.91%	70.76%	116.76%	70.06%	943.97%
PAYROLL												
0	0	0%	0	0%	Gross Payroll - Salaried	13,317	0	0%	0	0%	0	13,317
0	0	0%	4,070	0%	Gross Payroll - Hourly	13,792	23,320	59%	35,258	39%	23,320	20,781
0	0	0%	4,070	0%	S/T Wages	27,109	23,320	116%	35,258	77%	23,320	34,098
0	0	0%	301	0%	Payroll Tax - FICA	1,980	1,784	111%	2,792	71%	1,784	2,526
0	0	0%	161	0%	Payroll Tax - UC	679	1,185	57%	1,288	53%	1,185	815
0	0	0%	115	0%	Payroll Tax - WC	636	479	133%	775	82%	479	774
0	0	0%	392	0%	Benefits	3,162	2,450	129%	4,568	69%	2,450	4,065
0	0	0%	969	0%	S/T Adders	6,457	5,898	109%	9,422	69%	5,898	8,181
0	0	0%	5,038	0%	TOTAL PAYROLL	33,566	29,218	115%	44,681	75%	29,218	42,278
OPERATING EXPENSES												
0	0	0%	0	0%	Office Supplies	178	128	139%	180	99%	128	178
0	0	0%	0	0%	Printing	72	0	0%	0	0%	0	72
0	0	0%	0	0%	Supplies	2,145	2,750	78%	3,126	69%	2,750	2,145
1,530	0	0%	163	938%	Tournament Expense	1,580	595	266%	762	207%	595	1,630
396	0	0%	228	174%	Handicap Expense	4,662	4,692	99%	4,632	101%	4,692	4,818
0	0	0%	302	0%	Lesson Expense	319	525	61%	845	38%	525	503
0	0	0%	0	0%	Repair & Maint - Building	164	0	0%	0	0%	0	164
1,926	0	0%	693	278%	TOTAL OPERATING EXPENSES	9,119	8,690	105%	9,545	96%	8,690	9,509
446	225	198%	(3,608)	-12%	EBITDA	(24,152)	(16,810)	144%	(28,122)	86%	(16,360)	(27,915)
446	225	198%	(3,608)	-12%	NET INCOME	(24,152)	(16,810)	144%	(28,122)	86%	(16,360)	(27,915)

The Golf Club at Cypress Head
G & A
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
REVENUES												
0	0	0%	250	0%	Initiation Fees	0	0	0%	250	0%	0	0
0	0	0%	250	0%	Total Revenues	0	0	0%	250	0%	0	0
0	0	0%	250	0%	GROSS MARGIN	0	0	0%	250	0%	0	0
PAYROLL												
7,233	7,751	93%	7,500	96%	Gross Payroll - Salaried	76,440	77,510	99%	76,671	100%	93,012	90,919
0	0	0%	0	0%	Gross Payroll - Hourly	4,461	0	0%	0	0%	0	4,461
7,233	7,751	93%	7,500	96%	S/T Wages	80,901	77,510	104%	76,671	106%	93,012	95,380
754	593	127%	660	114%	Payroll Tax - FICA	6,920	5,930	117%	5,896	117%	7,116	8,174
0	25	0%	0	0%	Payroll Tax - UC	921	1,041	89%	742	124%	1,091	921
426	167	255%	2,274	166%	Payroll Tax - WC	2,274	1,615	141%	1,764	129%	1,949	2,531
685	1,931	35%	1,004	68%	Benefits	14,899	18,470	81%	16,337	91%	22,332	18,462
1,865	2,716	69%	1,922	97%	S/T Adders	25,014	27,056	92%	24,739	101%	32,488	30,089
9,098	10,467	87%	9,421	97%	TOTAL PAYROLL	105,915	104,566	101%	101,410	104%	125,500	125,469
OPERATING EXPENSES												
14	0	0%	507	3%	Janitorial Supplies	4,278	5,410	79%	6,630	65%	5,410	5,068
0	0	0%	0	0%	Laundry/Uniforms	2,038	2,518	81%	2,294	89%	2,518	2,161
81	50	163%	217	38%	Office Supplies	2,100	2,918	72%	3,175	66%	3,018	3,012
91	90	101%	171	53%	Alarm System	1,337	1,058	126%	1,722	78%	1,238	1,568
0	0	0%	0	0%	Carpet Cleaning	300	0	0%	550	55%	0	640
151	235	64%	258	59%	Computer Service	2,718	2,350	116%	2,468	110%	2,820	3,235
130	0	0%	549	24%	Contract Cleaning	3,999	3,843	104%	5,490	73%	3,843	5,097
0	0	0%	115	0%	Pest Control	920	855	108%	1,360	68%	1,140	1,150
0	0	0%	86	0%	Repair & Maint - Equipment	999	669	149%	747	134%	669	999
2,580	0	0%	78	3307%	Repair & Maint - Building	190	6,391	3%	6,242	3%	6,391	190
0	0	0%	0	0%	Repair & Maint - Other	907	0	0%	0	0%	0	907
157	157	100%	157	100%	Off-Site Storage	1,747	1,570	111%	1,443	121%	1,884	2,061
1,249	1,000	125%	2,265	55%	Utilities - Other	17,968	14,815	121%	20,368	88%	16,815	22,583
107	107	100%	150	71%	Utilities - Telephone/Fax	1,497	1,495	100%	1,414	106%	1,696	1,797
(155)	187	-83%	17	-923%	Bank Charges	685	2,052	33%	495	139%	2,440	754
(19)	0	0%	(52)	37%	Cash Short/(Over)	(42)	0	0%	536	-8%	0	(443)
125	175	71%	175	71%	Cell Phone	1,350	1,700	79%	1,575	86%	2,050	1,700
0	0	0%	3,088	0%	City Surcharge R & R	24,901	28,192	88%	33,393	75%	28,192	29,584
0	35	0%	84	0%	Copier/Photocopies	955	256	373%	622	154%	326	1,048
402	75	536%	2,042	20%	Credit Card Discounts	21,126	16,709	126%	22,928	92%	16,859	24,767
131	0	0%	0	0%	Donations	1,444	0	0%	0	0%	0	1,444
55	0	0%	0	0%	Dues & Subscriptions	1,083	571	190%	566	191%	611	1,183
0	0	0%	0	0%	Education & Training	305	0	0%	0	0%	0	305
36	0	0%	190	19%	Employee Relations	1,339	2,262	59%	2,872	47%	2,262	1,572
3,796	3,733	102%	3,665	104%	Insurance Expense	38,481	36,558	105%	35,074	110%	44,024	45,810
0	0	0%	0	0%	Member Relations	283	442	64%	472	60%	442	535
44	0	0%	23	188%	Messenger Service - Fedex	315	249	126%	300	105%	249	384
0	0	0%	0	0%	O/S - Accounting	12,000	13,800	87%	13,200	91%	13,800	12,000
2,213	0	0%	0	0%	O/S - Legal	2,648	150	1766%	150	1766%	150	2,728
0	0	0%	0	0%	O/S - Other	77	556	14%	584	13%	556	77
608	198	307%	305	199%	Payroll Processing Fee	3,567	2,469	144%	2,627	136%	2,722	4,137
0	65	0%	121	0%	Postage/Shipping	269	533	50%	470	57%	663	432
75	0	0%	45	167%	Tax/Licenses/Fees	(486)	0	0%	(225)	216%	83	(388)
0	0	0%	0	0%	Travel - Meals	54	0	0%	0	0%	0	54
1,906	481	396%	190	1003%	Travel - Other	9,873	4,502	219%	4,376	226%	6,288	10,419
0	0	0%	0	0%	Employee Meals	1,395	0	0%	0	0%	0	1,395
13,777	6,588	209%	14,446	95%	TOTAL OPERATING EXPENSES	162,619	154,893	105%	173,917	94%	169,159	189,965
(22,875)	(17,055)	134%	(23,617)	97%	EBITDA	(268,534)	(259,459)	103%	(275,076)	98%	(294,659)	(315,434)
3,685	0	0%	7,225	51%	Management Fee	62,541	51,590	121%	72,250	87%	66,330	76,991
3,685	0	0%	7,225	51%	Management Fees	62,541	51,590	121%	72,250	87%	66,330	76,991
(1,386)	0	0%	154	-900%	Deprec - Office F&E	0	1,078	0%	1,540	0%	1,078	(957)
98	0	0%	98	100%	Deprec - Mach & Equip	976	753	130%	976	100%	745	745
283	0	0%	283	100%	Deprec - Buildings	2,835	1,984	143%	2,835	100%	1,984	1,819
(1,005)	0	0%	535	-188%	S/T DEPR. & AMORT	3,810	3,815	100%	5,350	71%	3,815	1,607
(25,555)	(17,055)	150%	(31,377)	81%	NET INCOME	(334,885)	(314,864)	106%	(352,676)	95%	(364,804)	(394,032)

The Golf Club at Cypress Head
Marketing
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
					PAYROLL							
1,846	1,695	109%	3,670	50%	Gross Payroll - Salaried	30,698	28,860	106%	33,442	92%	34,980	36,009
1,846	1,695	109%	3,670	50%	S/T Wages	30,698	28,860	106%	33,442	92%	34,980	36,009
225	0	0%	277	81%	Payroll Tax - FICA	2,484	1,925	129%	2,488	100%	2,393	2,919
0	0	0%	0	0%	Payroll Tax - UC	339	609	56%	389	87%	609	339
59	0	0%	97	61%	Payroll Tax - WC	813	527	154%	690	118%	673	935
218	0	0%	425	51%	Benefits	3,650	2,635	139%	3,577	102%	3,385	4,473
502	0	0%	798	63%	S/T Adders	7,287	5,696	128%	7,145	102%	7,060	8,666
2,348	1,695	139%	4,468	53%	TOTAL PAYROLL	37,985	34,556	110%	40,586	94%	42,040	44,675
					OPERATING EXPENSES							
(1,126)	700	-161%	1,292	-87%	Advertising & Promotion	18,638	14,619	127%	17,846	104%	32,119	19,781
0	0	0%	0	0%	Miscellaneous	41	0	0%	0	0%	0	41
0	0	0%	0	0%	Travel - Other	193	0	0%	0	0%	0	193
2,100	0	0%	0	0%	Website Expenses	2,100	2,100	100%	2,100	100%	2,100	2,100
974	700	139%	1,292	75%	TOTAL OPERATING EXPENSES	20,971	16,719	125%	19,946	105%	34,219	22,115
(3,322)	(2,395)	139%	(5,760)	58%	EBITDA	(58,956)	(51,275)	115%	(60,533)	97%	(76,259)	(66,790)
(3,322)	(2,395)	139%	(5,760)	58%	NET INCOME	(58,956)	(51,275)	115%	(60,533)	97%	(76,259)	(66,790)

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget
REVENUES											
637	0	0%	74,014	1%	Green Fees & Cart Fees	714,342	782,295	91%	927,019	77%	782,295
246	750	33%	5,274	5%	Merchandise	53,518	46,722	115%	61,267	87%	48,222
2,576	0	0%	522	493%	Other Pro Shop	9,231	7,112	130%	8,187	113%	7,112
0	2,250	0%	2,379	0%	Range	16,885	34,115	49%	31,287	54%	36,615
0	0	0%	20,457	0%	Food and Beverage	182,967	192,398	95%	251,949	73%	192,398
0	0	0%	250	0%	Membership Initiation Fees	0	0	0%	250	0%	0
0	0	0%	3,088	0%	Other Operating Revenues	24,901	28,192	88%	33,393	75%	28,192
3,459	3,000	115%	105,985	3%	TOTAL REVENUE	1,001,843	1,090,834	92%	1,313,353	76%	1,096,834
COST OF SALES											
451	525	86%	3,673	12%	Merchandise	44,215	32,736	135%	43,351	102%	33,786
(1)	0	0%	11,918	0%	Food & Beverage	72,592	69,374	105%	99,031	73%	69,374
450	525	86%	15,592	3%	TOTAL COGS	116,807	102,110	114%	142,382	82%	103,160
183.0%	70.0%	261.4%	69.6%	262.8%	COGS - Merchandise %	82.6%	70.1%	117.9%	70.8%	116.8%	70.1%
0.0%	0.0%	0.0%	58.3%	0.0%	COGS - Food %	39.8%	36.1%	110.4%	39.5%	100.8%	36.1%
PAYROLL											
23,357	24,087	97%	22,644	103%	Course and Grounds	240,873	242,331	99%	226,586	106%	290,505
0	0	0%	5,512	0%	Carts, Range, Starters, Etc.	39,741	41,564	96%	56,486	70%	41,564
0	0	0%	5,038	0%	Pro Shop	33,568	29,218	115%	44,681	75%	29,218
0	0	0%	12,306	0%	Food and Beverage	94,245	89,127	106%	124,973	75%	89,127
9,098	10,467	87%	9,421	97%	General and Administrative	105,915	104,566	101%	101,410	104%	125,500
2,348	1,695	139%	4,468	53%	Marketing	37,985	34,556	110%	40,586	94%	42,040
34,803	36,249	96%	59,391	59%	TOTAL PAYROLL	552,324	541,362	102%	594,722	93%	617,954
OPERATING EXPENSES											
22,944	18,196	126%	18,311	125%	Course and Grounds	166,956	157,656	106%	164,178	102%	192,665
6,919	6,132	113%	7,296	95%	Carts, Range, Starters, Etc.	100,431	72,272	139%	76,182	132%	89,536
1,926	0	0%	693	278%	Pro Shop	9,119	8,690	105%	9,545	96%	8,690
595	0	0%	3,919	15%	Food and Beverage	29,730	19,844	150%	32,862	90%	19,844
13,777	6,588	209%	14,446	95%	General and Administrative	162,619	154,893	105%	173,917	94%	169,159
974	700	139%	1,292	75%	Marketing	20,971	16,719	125%	19,946	105%	34,219
47,135	31,616	149%	45,957	103%	TOTAL OPERATING EXPENSES	489,827	430,074	114%	476,631	103%	514,113
82,388	68,390	120%	120,939	68%	TOTAL EXPENSES	1,158,957	1,073,546	108%	1,213,735	95%	1,235,227
(78,929)	(65,390)	121%	(14,955)	528%	EBITDA	(157,114)	17,288	-909%	99,618	-158%	(138,393)

(179,048)

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2015

MTD Actual	MTD Budget	% of Budget	MTD Prior Year	% of PY		YTD Actual	YTD Budget	% of Budget	YTD Prior Year	% of PY	Annual Budget	
(78,929)	(65,390)	121%	(14,955)	528%	EBITDA	(157,114)	17,288	-909%	99,618	-158%	(138,393)	(179,048)
(3,685)	0	0%	(7,225)	51%	MANAGEMENT FEES	(62,541)	(51,590)	121%	(72,250)	87%	(66,330)	(76,991)
1,005	0	0%	(535)	-188%	OTHER INCOME (EXPENSE)	(3,810)	(3,815)	100%	(5,350)	71%	(3,815)	(1,607)
1,005	0	0%	(535)	-188%	Depreciation & Amortization	(3,810)	(3,815)	100%	(5,350)	71%	(3,815)	(1,607)
					TOTAL OTHER INCOME (EXPENSE)							
(81,609)	(65,390)	125%	(22,715)	359%	NET INCOME	(223,465)	(38,117)	586%	22,019	-1015%	(208,538)	(257,646)
0	0	0%	3,272	0%	Paid Rounds	25,909	27,380	95%	34,163	76%	27,380	31,303
0	0	0%	343	0%	Annual Pass Rounds	2,970	3,233	92%	4,330	69%	3,233	3,542
0	0	0%	313	0%	Other Rounds	1,772	2,007	88%	2,782	64%	2,007	2,200
0	0	0%	3,928	0%	Total Rounds	30,651	32,620	94%	41,275	74%	32,620	37,045
0	0	0%	32	0%	Revenue/Paid Rounds	39	40	97%	38	101%	40	335
0	0	0%	27	0%	Revenue/Total Rounds	33	33	98%	32	103%	34	282

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2015

	<u>07/31/15</u>	<u>09/30/14</u>	<u>07/31/14</u>
ASSETS			
CURRENT ASSETS:			
Cash			
Cash - Operating	30,352	74,353	55,050
Cash - Manual Checks	750	500	500
Cash - Housebank & Other	<u>(1,329)</u>	<u>(174)</u>	<u>(6,151)</u>
Total Cash	<u>29,773</u>	<u>74,679</u>	<u>49,399</u>
Accounts Receivable			
A/R Member	<u>4,366</u>	<u>43,719</u>	<u>8,057</u>
Total Accounts Receivable	<u>4,366</u>	<u>43,719</u>	<u>8,057</u>
Other Current Assets			
Inventory - Merchandise	12,948	44,295	40,650
Inventory - Food & Beverage	4,470	11,720	11,611
Prepaid Insurance	17,862	16,276	15,252
Prepaid Exp - Other	<u>1,926</u>	<u>10,280</u>	<u>3,008</u>
Total Other Current Assets	<u>37,206</u>	<u>82,570</u>	<u>70,521</u>
TOTAL CURRENT ASSETS	<u>71,345</u>	<u>200,969</u>	<u>127,977</u>
PROPERTY, PLANT AND EQUIPMENT:			
Land	64,835	64,835	64,835
Furniture and Fixtures	26,625	26,625	26,625
Machinery & Equipment	<u>17,712</u>	<u>17,712</u>	<u>17,712</u>
Property Plant and Equipment	109,171	109,171	109,171
Accumulated Depreciation	<u>(80,518)</u>	<u>(76,708)</u>	<u>(78,911)</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>28,653</u>	<u>32,463</u>	<u>30,260</u>
OTHER ASSETS:			
Deposits (in ST section of chart)	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL OTHER ASSETS	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL ASSETS	<u><u>104,998</u></u>	<u><u>238,432</u></u>	<u><u>163,238</u></u>

The Golf Club at Cypress Head
For the Ten Months Ending July 31, 2015

	<u>07/31/15</u>	<u>09/30/14</u>	<u>07/31/14</u>
LIABILITIES AND STOCKHOLDERS' EQUITY			
CURRENT LIABILITIES:			
Accts Pay - Trade	15,132	21,353	30,345
Accts Pay - Other	259,093	29,631	8,737
Accrued Expenses	0	(1,610)	986
Accrued Payroll	13,870	21,122	16,882
Accrued Taxes	0	9,081	5,931
Accrued Interest	0	2,138	0
Deferred Revenue	40,368	156,716	78,338
TOTAL CURRENT LIABILITIES	<u>328,464</u>	<u>238,432</u>	<u>141,220</u>
 TOTAL LIABILITIES	 <u>328,464</u>	 <u>238,432</u>	 <u>141,220</u>
STOCKHOLDER'S EQUITY			
Retained Earnings	(223,465)	0	22,018
Net Retained Earnings	(223,465)	0	22,018
Stockholders Equity	(223,465)	0	22,018
TOTAL STOCKHOLDER'S EQUITY	<u>(223,465)</u>	<u>0</u>	<u>22,018</u>
 TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	 <u>104,998</u>	 <u>238,432</u>	 <u>163,238</u>



August 10th, 2015

Theresa Gutierrez
City of Port Orange
100 City Center Circle
Port Orange, FL 32129

Dear Theresa,

The following is the financial and operational summary report for July 2015 at TGC at Cypress Head.

FINANCIAL SUMMARY FOR MONTH ENDING JULY 2015									
	Current				Year to Date				
	Actual	Budget	Variance vs. Budget		Actual	Budget	Prior Year	Variance vs. Budget	
Revenue									
Green Fees	\$ 637	\$ -	\$ 637		\$ 425,627	\$ 460,517	\$ 525,118	\$ (34,890)	
Cart Fees	\$ -	\$ -	\$ -		\$ 288,715	\$ 321,778	\$ 401,901	\$ (33,063)	
Range	\$ -	\$ 2,250	\$ (2,250)		\$ 16,885	\$ 34,115	\$ 31,287	\$ (17,230)	
Pro- Shop Revenues	\$ 2,822	\$ 750	\$ 2,072		\$ 62,748	\$ 53,834	\$ 69,705	\$ 8,914	
Food & Beverage	\$ -	\$ -	\$ -		\$ 182,967	\$ 192,398	\$ 251,949	\$ (9,431)	
City Surcharge R/R	\$ -	\$ -	\$ -		\$ 24,901	\$ 28,192	\$ 33,393	\$ (3,291)	
Total Revenue	\$ 3,459	\$ 3,000	\$ 459		\$ 1,001,843	\$ 1,090,834	\$ 1,313,353	\$ (88,991)	
Cost of Sales	\$ 450	\$ 525	\$ (75)		\$ 116,807	\$ 102,110	\$ 142,382	\$ 14,697	
Merchandise	\$ 451	\$ 525	\$ (74)	183%	\$ 44,215	\$ 32,736	\$ 43,351	\$ 11,479	82%
Food and Beverage	\$ (1)	\$ -	\$ (1)	0%	\$ 72,592	\$ 69,374	\$ 99,031	\$ 3,218	39%
Gross Margin	\$ 3,009	\$ 2,475	\$ 534		\$ 885,036	\$ 988,724	\$ 1,170,971	\$ (103,688)	
Total Payroll	\$ 34,803	\$ 36,249	\$ (1,446)		\$ 552,324	\$ 541,362	\$ 594,722	\$ 10,962	
Total Operating Expenses	\$ 47,135	\$ 31,616	\$ 15,519		\$ 489,827	\$ 430,074	\$ 476,631	\$ 59,753	
Net Operating Income	\$ (78,929)	\$ (65,390)	\$ (13,539)		\$ (157,115)	\$ 17,288	\$ 99,618	\$ (174,403)	
Other Expenses	\$ 2,680	\$ -	\$ 2,680		\$ 66,351	\$ 55,405	\$ 77,600	\$ 10,946	
Management Fee	\$ 3,685	\$ -	\$ 3,685		\$ 62,541	\$ 51,590	\$ 72,250	\$ 10,951	
Interest Expense	\$ -	\$ -	\$ -					\$ -	
Depreciation	\$ (1,005)	\$ -	\$ 545		\$ 3,810	\$ 3,815	\$ 5,350	\$ (5)	
Net Cash From Ops	\$ (81,609)	\$ (65,390)	\$ (16,219)		\$ (223,466)	\$ (38,117)	\$ 22,018	\$ (185,349)	
Rounds									
Total Rounds	0	0	0		30,651	32,620	41,275	(1,969)	
Avg. Green Fee/Cart Fee	#DIV/0!	#DIV/0!	#DIV/0!		\$23.31	\$23.98	\$22.46	\$ (0.68)	
Avg. Merchandise/round	#DIV/0!	#DIV/0!	#DIV/0!		\$2.05	\$1.65	\$1.69	\$ 0.40	
Avg. F&B/round	#DIV/0!	#DIV/0!	#DIV/0!		\$5.97	\$5.90	\$6.10	\$ 0.07	

Executive Overview

The month of July has been a very busy and productive month. The contractor hired to renovate the golf course completed his process on the 1st of July and the responsibility of the growing in process was handed over to our superintendent and his team. All the greens were showing good growth of the new Jones Bermuda grass and the repaired sand bunkers appeared to be responding properly to any rain events. The tee boxes are showing excellent growth of the newly sodded areas as well as the sprigged tees. It is exciting to see the overall project progressing as expected. The maintenance team continues to work on various projects that have been scheduled and prioritized. The course is being evaluated and monitored on a daily basis to address any potential issues.

In regards to the clubhouse area, all areas have been secured and a complete inventory has been taken of the pro-shop, kitchen and bar area. The company designated to repair the damaged transformer to the range lights completed that process in early July and we now have an operational lighting system for the range. The staff has been very busy answering phones regarding the conditions of the course as well as taking information to book events after our scheduled re-opening in November. We have also been very active reaching out to the local community by attending Rotary and Chamber of Commerce events to discuss the renovation project with them. The process of updating and performing some golf shop painting was accomplished during the month and this has been performed by the current staff on property.

The kitchen and bar has been re-organized regarding the remaining food material and all products with upcoming expiration dates were donated to a local food pantry and church organizations to be distributed to needy families. They were very grateful for the donations made by Cypress Head for the local community.

The cart fleet continues to be monitored and all carts that have mechanical issues have been identified and are currently being addressed. The process to order the new fleet of carts continues to move forward and a new contract is expected to be approved for the delivery of a new fleet during the month of October, prior to the re-opening in November. The contract should be awarded in the beginning of August.

The maintenance team continues to work on several projects outlining improvements on the golf course and there are communications between myself and representatives from the city of Port Orange regarding any concerns that may arise.

I would like to address the fact that the operating expenses were over the projected soft costs budgeted and this can be explained by evaluating each subject item. Some items were due to timing issues and others were due to necessities required for the golf course. I welcome the opportunity to discuss these costs at the golf board meeting.



Due to the fact that the course was closed for the month of July, there will be no reports for the following:

1. Golf Now metrics for rounds played,
2. The trend report has no numbers,
3. The weather report is not a factor,
4. The R & R code summary report has not changed.

Key Performance Highlights:

- Due to the fact that the course has been closed since May 1st, we have had no tournaments played.

Recognition and Awards:

- None were received during the past month.

R&R Projects pending:

- No projects were planned for the month of July.

July 2015 and YTD rounds mix:

Type	Actual	Budget	Month- P.Y.	Y.T.D	P.Y-Y.T.D
Paid	0	0	3272	25909	34163
Annual	0	0	343	2970	4330
Other rounds	0	0	313	1772	2782
Total Rounds	0	0	3928	30651	41275

Tee Sheet Activity

- No Tee sheet activity due to closure

Departmental Summaries

Course & Grounds/Range

- The maintenance team is working on projects revolving around the renovations as well as regular duties involving maintaining the golf course.

Food and Beverage

- No Food and Beverage sales. A request for proposals was initiated in July to outsource the restaurant portion of the clubhouse facility. The bids will be opened and evaluated in the beginning of August which will assist our team concerning the direction of the Food & Beverage operations.

Golf Shop/Carts

- We continue to host daily sales to help reduce inventory items and a new logo design for merchandise is currently being evaluated. Cleaning of all the fixtures in the shops has been performed and a new design for merchandise displays has been outlined.
- The Cart fleet has been evaluated as mentioned above.

Marketing and Sales

- No events held in July.
- July schedule:
 - No events planned for the upcoming months due to the closure of the clubhouse.
- The Sales & Marketing director has currently been on property only three days a week responding to guest inquiries and also booking potential future events following the re-opening of the newly remodeled golf course in November. Beginning in August, Ms. Hunter will be returning to full time status at Cypress Head which will benefit the entire team as we move closer to re-opening the course. This will allow her more time to coordinate details leading into the grand re-opening in November. She will also be continuing her involvement with the POSD Chamber, POSD Ambassadors program, Daytona Beach Chamber, SEV Chamber and the POSD Rotary club promoting the course as well as keeping Cypress Head "Top of Mind" in the local community.



- Continued involvement with Daytona CVB, Golf Pac, Tee-Times USA along with other National wholesaler and Golf Now to properly position Cypress Head in the market prior to the grand re-opening in November.
- Ongoing information regarding progress of the renovations through our email database, FACEBOOK and other social media outlets.

Corporate Support

- Kemper Sports Center for Excellence – Ongoing resource.

Summary:

During the past few months, we have been extremely busy evaluating all aspects of the property. Moving forward, we will be instituting and overseeing changes involving beautification of our main entryway, tree trimming, parking lot improvements, rebuilding bag drop/starter building, renovation of on course bathrooms and gazebo shelters. Our agenda involves planning the promotion of the re-opening, rebuilding a new staff that is highly motivated and properly trained in customer service as well as involving the local community to join us in our progress.

Respectfully Submitted,

Bob Duquette, PGA

General Manager
The Golf Club at Cypress Head.

TRIAL BALANCE SUMMARY FOR 2014

The Golf Club at Cypress Head

General Ledger

Ranges: From:

Date: 7/1/2015

Account: First

To:

7/31/2015

Last

Sorted By:

Account

Include:

Posting, Unit

Print Currency In:

Functional (Z-US\$)

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	10060-5950-900	Cash - Operating New	\$33,824.99	\$118,640.74	\$122,113.89	(\$3,473.15)	\$30,351.84
	10100-5950-900	Cash - Course Other	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
	10120-5950-900	Cash - New Payroll	(\$42,349.29)	\$69,019.69	\$29,099.50	\$39,920.19	(\$2,429.10)
	10180-5950-900	Cash - Pro Shop Bank	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
	10200-5950-900	Cash - F&B Bank	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
	11160-5950-900	A/R Member	\$1,790.23	\$5,141.16	\$2,565.44	\$2,575.72	\$4,365.95
	12000-5950-900	Inventory - Merchandise	\$13,399.17	\$0.00	\$450.78	(\$450.78)	\$12,948.39
	12180-5950-900	Inventory - Food	\$507.72	\$0.00	\$107.78	(\$107.78)	\$399.94
	12200-5950-900	Inventory - Beverage	\$961.33	\$1.00	\$671.80	(\$670.80)	\$290.53
	12220-5950-900	Inventory - Beer	\$396.96	\$0.00	\$0.00	\$0.00	\$396.96
	12240-5950-900	Inventory - Liquor	\$2,574.13	\$0.00	\$0.00	\$0.00	\$2,574.13
	12260-5950-900	Inventory - Wine	\$808.31	\$0.00	\$0.00	\$0.00	\$808.31
	13020-5950-900	Prepaid Insurance	\$17,460.28	\$4,198.00	\$3,795.92	\$402.08	\$17,862.36
	13040-5950-900	Prepaid Exp - Other	\$2,017.77	\$150.00	\$241.97	(\$91.97)	\$1,925.80
	13480-5950-900	Deposit - Vendors	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
	20040-5950-900	Furniture & Fixtures	\$26,624.50	\$0.00	\$0.00	\$0.00	\$26,624.50
	20100-5950-900	Machinery & Equipment	\$17,711.94	\$0.00	\$0.00	\$0.00	\$17,711.94
	20160-5950-900	Land	\$64,834.76	\$0.00	\$0.00	\$0.00	\$64,834.76
	22020-5950-900	Accum. Deprec - Office F,F&E	(\$28,010.09)	\$1,539.56	\$153.97	\$1,385.59	(\$26,624.50)
	22040-5950-900	Accum. Deprec - Mach & Equip	(\$13,419.52)	\$0.00	\$97.55	(\$97.55)	(\$13,517.07)
	22080-5950-900	Accum. Deprec - Buildings	(\$40,092.93)	\$0.00	\$283.45	(\$283.45)	(\$40,376.38)
	30000-5950-900	Accts Pay - Trade	(\$6,251.29)	\$39,506.14	\$48,387.23	(\$8,881.09)	(\$15,132.38)
	30040-5950-900	Accts Pay - Other	(\$149,686.80)	\$0.00	\$109,406.52	(\$109,406.52)	(\$259,093.32)
	31000-5950-900	Accrued Expenses	(\$188.00)	\$188.00	\$0.00	\$188.00	\$0.00
	31020-5950-900	Accrued Payroll	(\$10,138.84)	\$2,102.67	\$5,833.47	(\$3,730.80)	(\$13,869.64)
	31220-5950-900	Accrued Sales Tax	(\$386.96)	\$500.97	\$114.01	\$386.96	\$0.00
	32000-5950-900	Deferred Rev - Rainchecks	(\$1,744.93)	\$636.77	\$0.00	\$636.77	(\$1,108.16)
	32060-5950-900	Deferred Rev - Gift Certificates	(\$4,675.14)	\$0.00	\$0.00	\$0.00	(\$4,675.14)
	32070-5950-900	Deferred Rev - Gift Cards	(\$15,406.99)	\$40.00	\$0.00	\$40.00	(\$15,366.99)
	32100-5950-900	Deferred Rev - Credit Books	(\$19,267.48)	\$49.36	\$0.00	\$49.36	(\$19,218.12)
	49020-5950-900	Retained Earnings - Current	\$0.08	\$0.00	\$0.00	\$0.00	\$0.08
	50000-5950-100	Green Fees - Annual Pass	(\$44,466.94)	\$0.00	\$0.00	\$0.00	(\$44,466.94)
	50040-5950-100	Green Fees - Member	(\$354,726.66)	\$0.00	\$636.77	(\$636.77)	(\$355,363.43)
	50070-5950-100	Green Fees - (surcharge)	(\$24,698.50)	\$0.00	\$0.00	\$0.00	(\$24,698.50)
	50140-5950-100	Green Fees - Misc Course Revenue	(\$1,097.98)	\$0.00	\$0.00	\$0.00	(\$1,097.98)
	50500-5950-200	Cart Fee 18	(\$227,600.39)	\$0.00	\$0.00	\$0.00	(\$227,600.39)
	50520-5950-200	Cart Fee - Annual Trail	(\$61,114.94)	\$0.00	\$0.00	\$0.00	(\$61,114.94)
	52090-5950-600	Handicap Fee	(\$4,392.00)	\$0.00	\$0.00	\$0.00	(\$4,392.00)
	52150-5950-600	Lessons	(\$406.80)	\$0.00	\$0.00	\$0.00	(\$406.80)
	52220-5950-600	Other Pro Shop Revenue	\$0.00	\$0.00	\$2,575.96	(\$2,575.96)	(\$2,575.96)
	52280-5950-600	Rental Clubs	(\$1,855.89)	\$0.00	\$0.00	\$0.00	(\$1,855.89)
	52310-5950-600	Retail	(\$53,271.34)	\$0.00	\$246.32	(\$246.32)	(\$53,517.66)
	53050-5950-220	Range Pass Revenue	(\$16,884.69)	\$0.00	\$0.00	\$0.00	(\$16,884.69)
	54000-5950-540	Food	(\$91,023.93)	\$0.00	\$0.00	\$0.00	(\$91,023.93)
	54030-5950-540	Beverage	(\$13,026.49)	\$0.00	\$0.00	\$0.00	(\$13,026.49)
	54060-5950-540	Beer	(\$44,562.90)	\$0.00	\$0.00	\$0.00	(\$44,562.90)
	54090-5950-540	Liquor	(\$26,927.70)	\$0.00	\$0.00	\$0.00	(\$26,927.70)
	54120-5950-540	Wine	(\$6,825.99)	\$0.00	\$0.00	\$0.00	(\$6,825.99)
	54220-5950-540	F&B Other Income	(\$600.00)	\$0.00	\$0.00	\$0.00	(\$600.00)
	56120-5950-100	City Surcharge R & R	(\$24,900.60)	\$0.00	\$0.00	\$0.00	(\$24,900.60)
	60000-5950-600	COGS - Merchandise - Accessories	\$43,764.09	\$450.78	\$0.00	\$450.78	\$44,214.87
	61000-5950-540	COGS - Food	\$42,033.49	\$0.00	\$0.00	\$0.00	\$42,033.49
	61010-5950-540	COGS - Beverage	\$5,036.00	\$0.00	\$1.00	(\$1.00)	\$5,035.00
	61020-5950-540	COGS - Beer	\$16,878.64	\$0.00	\$0.00	\$0.00	\$16,878.64
	61030-5950-540	COGS - Liquor	\$5,658.77	\$0.00	\$0.00	\$0.00	\$5,658.77
	61040-5950-540	COGS - Wine	\$2,985.91	\$0.00	\$0.00	\$0.00	\$2,985.91
	70000-5950-100	Gross Payroll - Salaried	\$58,387.92	\$7,265.99	\$1,528.63	\$5,737.36	\$64,125.28

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	70000-5950-600	Gross Payroll - Salaried	\$13,316.84	\$0.00	\$0.00	\$0.00	\$13,316.84
	70000-5950-900	Gross Payroll - Salaried	\$69,207.24	\$10,927.19	\$3,694.65	\$7,232.54	\$76,439.78
	70000-5950-950	Gross Payroll - Salaried	\$28,851.80	\$3,329.04	\$1,482.92	\$1,846.12	\$30,697.92
	70002-5950-540	Gross Kitchen Payroll - Salaried	\$24,498.36	\$0.00	\$0.00	\$0.00	\$24,498.36
	70010-5950-100	Gross Payroll - Hourly	\$111,439.88	\$13,204.32	\$698.21	\$12,506.11	\$123,945.99
	70010-5950-200	Gross Payroll - Hourly	\$34,790.66	\$0.00	\$0.00	\$0.00	\$34,790.66
	70010-5950-600	Gross Payroll - Hourly	\$13,791.87	\$0.00	\$0.00	\$0.00	\$13,791.87
	70010-5950-900	Gross Payroll - Hourly	\$4,460.84	\$0.00	\$0.00	\$0.00	\$4,460.84
	70012-5950-540	Gross Kitchen Payroll - Hourly	\$51,388.90	\$0.00	\$0.00	\$0.00	\$51,388.90
	71000-5950-100	Payroll Tax - FICA	\$11,993.37	\$1,436.31	\$95.09	\$1,341.22	\$13,334.59
	71000-5950-200	Payroll Tax - FICA	\$2,636.15	\$0.00	\$0.00	\$0.00	\$2,636.15
	71000-5950-540	Payroll Tax - FICA	\$6,458.66	\$0.00	\$0.00	\$0.00	\$6,458.66
	71000-5950-600	Payroll Tax - FICA	\$1,980.46	\$0.00	\$0.00	\$0.00	\$1,980.46
	71000-5950-900	Payroll Tax - FICA	\$6,165.57	\$798.17	\$43.95	\$754.22	\$6,919.79
	71000-5950-950	Payroll Tax - FICA	\$2,258.44	\$242.03	\$16.71	\$225.32	\$2,483.76
	71010-5950-100	Payroll Tax - UC	\$3,536.47	\$72.54	\$0.00	\$72.54	\$3,609.01
	71010-5950-200	Payroll Tax - UC	\$1,532.33	\$0.00	\$0.00	\$0.00	\$1,532.33
	71010-5950-540	Payroll Tax - UC	\$3,141.59	\$0.00	\$0.00	\$0.00	\$3,141.59
	71010-5950-600	Payroll Tax - UC	\$678.95	\$0.00	\$0.00	\$0.00	\$678.95
	71010-5950-900	Payroll Tax - UC	\$921.47	\$0.00	\$0.00	\$0.00	\$921.47
	71010-5950-950	Payroll Tax - UC	\$339.47	\$0.00	\$0.00	\$0.00	\$339.47
	71020-5950-100	Payroll Tax - WC	\$4,078.40	\$356.77	\$0.00	\$356.77	\$4,435.17
	71020-5950-200	Payroll Tax - WC	\$719.27	\$0.00	\$0.00	\$0.00	\$719.27
	71020-5950-540	Payroll Tax - WC	\$2,038.72	\$0.00	\$0.00	\$0.00	\$2,038.72
	71020-5950-600	Payroll Tax - WC	\$635.58	\$0.00	\$0.00	\$0.00	\$635.58
	71020-5950-900	Payroll Tax - WC	\$1,847.69	\$426.14	\$0.00	\$426.14	\$2,273.83
	71020-5950-950	Payroll Tax - WC	\$754.16	\$58.76	\$0.00	\$58.76	\$812.92
	71030-5950-100	Benefits	\$28,079.81	\$5,566.46	\$2,223.31	\$3,343.15	\$31,422.96
	71030-5950-200	Benefits	\$62.40	\$0.00	\$0.00	\$0.00	\$62.40
	71030-5950-540	Benefits	\$6,718.74	\$0.00	\$0.00	\$0.00	\$6,718.74
	71030-5950-600	Benefits	\$3,161.88	\$0.00	\$0.00	\$0.00	\$3,161.88
	71030-5950-900	Benefits	\$14,213.86	\$1,772.49	\$1,087.37	\$685.12	\$14,898.98
	71030-5950-950	Benefits	\$3,432.51	\$569.57	\$351.62	\$217.95	\$3,650.46
	80050-5950-540	Bar Supplies	\$2,164.77	\$0.00	\$0.00	\$0.00	\$2,164.77
	80110-5950-200	Cart Supplies	\$521.23	\$0.00	\$0.00	\$0.00	\$521.23
	80170-5950-100	Course Accessories	\$4,125.29	\$7.90	\$0.00	\$7.90	\$4,133.19
	80190-5950-540	Dining Room Supplies	\$92.21	\$0.00	\$0.00	\$0.00	\$92.21
	80230-5950-100	Fertilizer	\$12,639.85	\$7,907.25	\$0.00	\$7,907.25	\$20,547.10
	80270-5950-100	Fuel	\$6,792.49	\$1,256.10	\$0.00	\$1,256.10	\$8,048.59
	80280-5950-100	Fungicides	\$1,320.22	\$0.00	\$0.00	\$0.00	\$1,320.22
	80320-5950-100	Herbicides	\$10,841.58	\$1,644.71	\$0.00	\$1,644.71	\$12,486.29
	80370-5950-100	Insecticides	\$6,511.15	\$2,239.45	\$0.00	\$2,239.45	\$8,750.60
	80380-5950-900	Janitorial Supplies	\$4,263.96	\$13.82	\$0.00	\$13.82	\$4,277.78
	80390-5950-540	Kitchen Supplies	\$3,815.67	\$0.00	\$0.00	\$0.00	\$3,815.67
	80410-5950-540	Laundry/Linens	\$3,771.73	\$0.00	\$0.00	\$0.00	\$3,771.73
	80420-5950-900	Laundry/Uniforms	\$2,037.98	\$0.00	\$0.00	\$0.00	\$2,037.98
	80520-5950-540	Office Supplies	\$56.75	\$0.00	\$0.00	\$0.00	\$56.75
	80520-5950-600	Office Supplies	\$177.86	\$0.00	\$0.00	\$0.00	\$177.86
	80520-5950-900	Office Supplies	\$2,018.20	\$81.39	\$0.00	\$81.39	\$2,099.59
	80590-5950-600	Printing	\$72.11	\$0.00	\$0.00	\$0.00	\$72.11
	80610-5950-220	Range Balls	\$3,675.00	\$0.00	\$0.00	\$0.00	\$3,675.00
	80620-5950-220	Range Equipment	\$172.77	\$0.00	\$0.00	\$0.00	\$172.77
	80630-5950-220	Range Expenses	\$463.25	\$0.00	\$0.00	\$0.00	\$463.25
	80690-5950-100	Sand/Topdress	\$746.00	\$0.00	\$0.00	\$0.00	\$746.00
	80710-5950-100	Seeds/Trees	\$16,124.60	\$0.00	\$0.00	\$0.00	\$16,124.60
	80730-5950-100	Small Tools	\$186.17	\$0.00	\$0.00	\$0.00	\$186.17
	80770-5950-100	Staff/Volunteer Uniforms	\$283.21	\$0.00	\$0.00	\$0.00	\$283.21
	80780-5950-600	Supplies	\$2,144.75	\$0.00	\$0.00	\$0.00	\$2,144.75
	80810-5950-600	Tournament Expense	\$50.09	\$1,530.00	\$0.00	\$1,530.00	\$1,580.09
	81010-5950-900	Alarm System	\$1,246.75	\$90.50	\$0.00	\$90.50	\$1,337.25
	81080-5950-900	Carpet Cleaning	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
	81090-5950-200	Cart Repairs	\$24,358.10	\$914.30	\$437.15	\$477.15	\$24,835.25
	81130-5950-900	Computer Service	\$2,566.90	\$151.47	\$0.00	\$151.47	\$2,718.37

TRIAL BALANCE SUMMARY FOR 2014

The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	81140-5950-900	Contract Cleaning	\$3,869.00	\$130.00	\$0.00	\$130.00	\$3,999.00
	81220-5950-600	Handicap Expense	\$4,266.00	\$396.00	\$0.00	\$396.00	\$4,662.00
	81250-5950-100	Irrigation	\$6,057.53	\$403.24	\$0.00	\$403.24	\$6,460.77
	81270-5950-600	Lesson Expense	\$318.75	\$0.00	\$0.00	\$0.00	\$318.75
	81300-5950-900	Pest Control	\$920.00	\$0.00	\$0.00	\$0.00	\$920.00
	81350-5950-100	Repair & Maint - Equipment	\$14,670.75	\$1,237.16	\$0.00	\$1,237.16	\$15,907.91
	81350-5950-220	Repair & Maint - Equipment	\$1,102.50	\$0.00	\$0.00	\$0.00	\$1,102.50
	81350-5950-540	Repair & Maint - Equipment	\$4,898.27	\$0.00	\$0.00	\$0.00	\$4,898.27
	81350-5950-900	Repair & Maint - Equipment	\$999.00	\$0.00	\$0.00	\$0.00	\$999.00
	81360-5950-100	Repair & Maint - Building	\$661.95	\$0.00	\$0.00	\$0.00	\$661.95
	81360-5950-600	Repair & Maint - Building	\$163.88	\$0.00	\$0.00	\$0.00	\$163.88
	81360-5950-900	Repair & Maint - Building	(\$2,389.86)	\$2,579.74	\$0.00	\$2,579.74	\$189.88
	81370-5950-900	Repair & Maint - Other	\$906.50	\$0.00	\$0.00	\$0.00	\$906.50
	82000-5950-200	Cart Lease	\$54,289.74	\$6,032.20	\$0.00	\$6,032.20	\$60,321.94
	82020-5950-100	Equipment Lease	\$40,454.14	\$4,494.90	\$0.00	\$4,494.90	\$44,949.04
	82020-5950-540	Equipment Lease	\$850.50	\$0.00	\$0.00	\$0.00	\$850.50
	82060-5950-900	Off-Site Storage	\$1,590.00	\$157.00	\$0.00	\$157.00	\$1,747.00
	83000-5950-100	Utilities - Electric	\$2,348.88	\$225.74	\$0.00	\$225.74	\$2,574.62
	83000-5950-200	Utilities - Electric	\$8,929.58	\$409.79	\$0.00	\$409.79	\$9,339.37
	83010-5950-540	Utilities - Gas	\$6,026.02	\$0.00	\$0.00	\$0.00	\$6,026.02
	83020-5950-100	Utilities - Other	\$12,590.76	\$2,917.31	\$0.00	\$2,917.31	\$15,508.07
	83020-5950-900	Utilities - Other	\$16,719.38	\$1,248.58	\$0.00	\$1,248.58	\$17,967.96
	83030-5950-100	Utilities - Telephone/Fax	\$842.51	\$92.00	\$0.00	\$92.00	\$934.51
	83030-5950-900	Utilities - Telephone/Fax	\$1,390.00	\$107.00	\$0.00	\$107.00	\$1,497.00
	83050-5950-100	Utilities - Water	\$1,949.06	\$234.36	\$0.00	\$234.36	\$2,183.42
	84040-5950-950	Adv/Promo - Mktg/Bus Dev	\$12,741.87	\$974.17	\$0.00	\$974.17	\$13,716.04
	84050-5950-950	Adv/Promo - Newsletter	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
	84080-5950-950	Adv/Promo - Promotional	\$4,846.60	\$0.00	\$0.00	\$0.00	\$4,846.60
	84110-5950-950	Adv/Promo - Website	\$2,100.00	\$0.00	\$2,100.00	(\$2,100.00)	\$0.00
	85020-5950-900	Bank Charges	\$840.20	\$33.27	\$188.00	(\$154.73)	\$685.47
	85050-5950-900	Cash Short/(Over)	(\$22.52)	\$0.00	\$19.15	(\$19.15)	(\$41.67)
	85060-5950-900	Cell Phone	\$1,225.00	\$125.00	\$0.00	\$125.00	\$1,350.00
	85070-5950-900	City Surcharge R & R	\$24,900.60	\$0.00	\$0.00	\$0.00	\$24,900.60
	85110-5950-900	Copier/Photocopies	\$955.48	\$0.00	\$0.00	\$0.00	\$955.48
	85120-5950-900	Credit Card Discounts	\$20,724.04	\$402.11	\$0.00	\$402.11	\$21,126.15
	85140-5950-900	Donations	\$1,312.63	\$131.28	\$0.00	\$131.28	\$1,443.91
	85150-5950-900	Dues & Subscriptions	\$1,027.82	\$55.24	\$0.00	\$55.24	\$1,083.06
	85160-5950-100	Education & Training	\$0.00	\$230.00	\$0.00	\$230.00	\$230.00
	85160-5950-900	Education & Training	\$305.00	\$0.00	\$0.00	\$0.00	\$305.00
	85190-5950-100	Employee Relations	\$91.10	\$53.80	\$0.00	\$53.80	\$144.90
	85190-5950-900	Employee Relations	\$1,302.92	\$36.06	\$0.00	\$36.06	\$1,338.98
	85280-5950-900	Insurance Expense	\$34,684.64	\$3,795.92	\$0.00	\$3,795.92	\$38,480.56
	85320-5950-900	Member Relations	\$282.54	\$0.00	\$0.00	\$0.00	\$282.54
	85330-5950-900	Messenger Service - Fedex	\$270.87	\$44.02	\$0.00	\$44.02	\$314.89
	85340-5950-950	Miscellaneous	\$40.55	\$0.00	\$0.00	\$0.00	\$40.55
	85390-5950-900	O/S - Accounting	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
	85410-5950-900	O/S - Legal	\$435.00	\$2,213.42	\$0.00	\$2,213.42	\$2,648.42
	85430-5950-100	O/S - Other	\$3,875.00	\$0.00	\$0.00	\$0.00	\$3,875.00
	85430-5950-900	O/S - Other	\$76.96	\$0.00	\$0.00	\$0.00	\$76.96
	85480-5950-900	Payroll Processing Fee	\$2,959.10	\$607.95	\$0.00	\$607.95	\$3,567.05
	85490-5950-900	Postage/Shipping	\$268.64	\$0.00	\$0.00	\$0.00	\$268.64
	85610-5950-540	Tax/Licenses/Fees	\$2,343.00	\$0.00	\$0.00	\$0.00	\$2,343.00
	85610-5950-900	Tax/Licenses/Fees	(\$561.30)	\$75.00	\$0.00	\$75.00	(\$486.30)
	85660-5950-540	Loss/Theft	\$5,116.62	\$594.50	\$0.00	\$594.50	\$5,711.12
	85710-5950-900	Travel - Meals	\$53.57	\$0.00	\$0.00	\$0.00	\$53.57
	85720-5950-100	Travel - Other	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
	85720-5950-900	Travel - Other	\$7,967.81	\$1,905.65	\$0.00	\$1,905.65	\$9,873.46
	85720-5950-950	Travel - Other	\$192.82	\$0.00	\$0.00	\$0.00	\$192.82
	85730-5950-950	Website Expenses	\$0.00	\$2,100.00	\$0.00	\$2,100.00	\$2,100.00
	89020-5950-900	Employee Meals	\$1,394.81	\$0.00	\$0.00	\$0.00	\$1,394.81
	90000-5950-900	Management Fee	\$58,856.09	\$3,684.76	\$0.00	\$3,684.76	\$62,540.85
	98010-5950-900	Deprec - Office F,F&E	\$1,385.73	\$153.97	\$1,539.56	(\$1,385.59)	\$0.14
	98020-5950-900	Deprec - Mach & Equip	\$877.95	\$97.55	\$0.00	\$97.55	\$975.50

TRIAL BALANCE SUMMARY FOR 2014
The Golf Club at Cypress Head

Inactive	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	98040-5950-900	Deprec - Buildings	\$2,551.05	\$283.45	\$0.00	\$283.45	\$2,834.50
	RCMWD-5950-100	Rounds - Complimentary - Weekday	8,841.00	0.00	0.00	0.00	8,841.00
	REMWD-5950-100	Rounds - Employee - Weekday	15,428.00	0.00	0.00	0.00	15,428.00
	RMBWD-5950-100	Rounds - Member - Weekday	48,047.00	0.00	0.00	0.00	48,047.00
	RPKWD-5950-100	Rounds - Peak - Weekday	267,263.00	0.00	0.00	0.00	267,263.00
	RPKWE-5950-100	Rounds - Peak - Weekend	5,071.00	0.00	0.00	0.00	5,071.00
		<u>Accounts</u>	<u>Beginning Balance</u>	<u>Debit</u>	<u>Credit</u>	<u>Net Change</u>	<u>Ending Balance</u>
	Grand Totals:	189	\$0.00	\$342,289.65	\$342,289.65	\$0.00	\$0.00



119 South Palmetto Ave.
Suite 180
Daytona Beach, FL 32114

Tel: 386.255.1812

Fax: 386.255.1814

TTY: 386-252-6222

Email: Info@dsil.org

Website: www.dsil.org



Services for DSIL, Inc., are sponsored by the
U.S. Department of Education,
State of Florida Department of
Education/Division of Vocational Rehabilitation,
Grants and Private Donations.



Inclusion
Empowerment
Independence

Using the services of an
Independent Living Center,
persons with disabilities
can reach their highest
level of self-actualization
and productivity
consistent with
freedom of choice
and control.



**DSIL's mission is to
empower people with
disabilities to attain equal
opportunities in society.**

Services are available to people with disabilities who meet the following criteria:

1). The individual has a severe physical, mental, cognitive, or sensory impairment. 2). His or her ability to function independently is substantially limited, and 3). If the delivery of Independent Living services will improve the ability for the individual to move toward functioning independently.



Who we are:

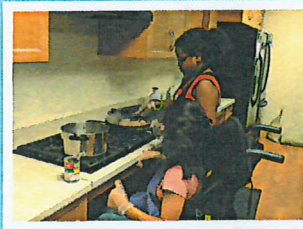
disAbility Solutions for Independent Living, Inc. (DSIL) is a non-profit, 501C3 agency run by a Board of Directors (BOD) where more than 51% of the board members and staff are individuals with disabilities. If you are interested in applying for a Board Member position, please contact our office. The agency promotes the independence of people with disabilities through self-empowerment and the support of Independent Living services.

DSIL's goal is to have equal access to education, employment, transportation, housing and communication through independent community living, for all individuals with disabilities. disAbility Solutions serves Volusia and Flagler Counties and is a non-residential program.

DSIL promotes the application and education of all disability rights laws including the Americans with Disabilities Act of 1990.

DSIL volunteer opportunities are always available and needed. Because we believe that our volunteers are a reflection of an invaluable

resources to our community, we strive to provide them with a supportive, safe and accommodating environment, offer them a fulfilling experience, and celebrate their efforts. In turn, we endeavor to ensure that we give to our consumers a diverse and safe population of volunteers who will enrich our consumer's lives and uphold our standards of excellence.



Independent Living Services:

Accessibility Surveys
Advocacy/ Legal Services
Assistive Technology
Assistive Devices
Communication Services
Educational Seminars
Equipment Services
Home Modifications
IEP Services and Advocacy
Independent Living Services
Independent Living Skills Training
Individual, Self and Systems Advocacy
Information and Referral Services
Mobility Training
Peer Counseling Services
Service Animal Training and Supports
Vocational Services
Youth/ Transition Services



Services for Businesses and Employers:

Facility Accessibility Surveys
Job Accommodation Consultation
Work Setting Evaluations
Disability Rights Laws Training
Federal and State Accessibility Codes
Consultation on the Development of Policies and Procedures
And many more...



Do you know.....

*Where you want to live
in the future?*

*Where you want to work
in the future?*

*What type of education
will you need?*

*What type of transportation
will you use?*

What you will do for fun?

Who will help you?

*Developing a PATH
(Planning Alternative Tomorrows with Hope)
will help you answer some of these
questions and ones that you might
not have even thought about.*

Contact



*and they will help you develop
your own PATH for the future!*



119 South Palmetto Ave.

Suite 180

Daytona Beach, FL 32114

Tel: 386.255.1812

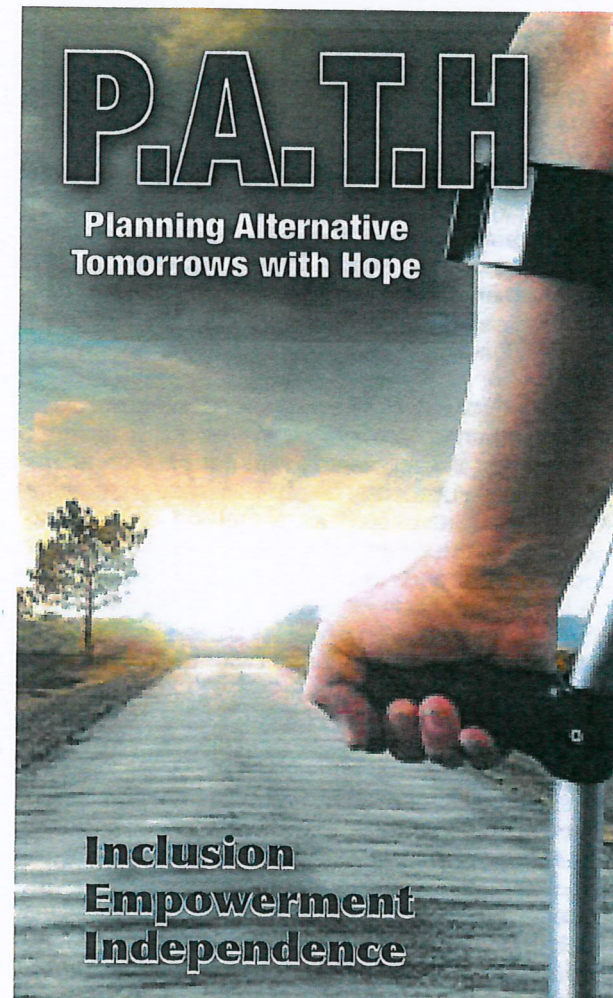
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*Using the services of an Independent
Living Center, persons with disabilities
can reach their highest level of
self-actualization and productivity
consistent with freedom
of choice and control*



*DSIL's mission is to empower people
with disabilities to attain equal
opportunities in society*

Person Centered Planning Activity

Person-centered planning (PCP) is a set of approaches designed to assist someone to plan their life and supports. It is used most often as a life planning model to enable individuals with disabilities or otherwise requiring support to increase their personal self-determination and improve their own independence.

PCP is accepted as evidence based practice in many countries throughout the world. It is most often used for life planning with people with learning and developmental disabilities, though recently it has been advocated as a method of planning personalized support with many other sections of society who find themselves disempowered by traditional methods of service delivery, including children, people with physical disabilities, people with mental health issues and older people.

Person-centered planning utilizes a number of techniques, with the central premise that any methods used must be reflective of the individual's personal communication mechanisms and assist them to outline their needs, wishes and goals. There is no differentiation between the process used and the output and outcomes of the PCP; instead, it pursues social inclusion through means such as community participation, employment and recreation. Key similarities or 'family resemblances' of the different person centered methods and approaches into four themes:

- seeing people first, rather than diagnostic labels
- using ordinary language and images, rather than professional jargon
- actively searching for a person's gifts and capacities in the context of community life
- strengthening the voice of the person, and those who know the person best in accounting for their history, evaluating their present conditions in terms of valued experiences and defining desirable changes in their life



P.A.T.H Planning Planning Alternative Tomorrows with Hope

PATH is a powerful person centered planning tool, a process, a journey. It is built around a central focus person call the Pathfinder. The Pathfinder comes together with their allies with a commitment to plan and action a positive, desirable and possible future for themselves.

PATH is a creative planning tool that starts with the end in mind.

There are seven steps in the **PATH** Process.

1. Touch the dream: The pathfinder is asked to dream of their highest purpose in live, their positive, desirable future. These ideas and thoughts ultimately become known as the "North Star".

2. Sense the goal: Choose a time in the future that is just beyond the comfortable reach of predictability, such as a year or two from now.

3. Ground in the now: This is a snapshot of the current picture of the Pathfinder's present situation.

4. Identify people to enroll: Identification of persons/agencies that need to be involved that can make change possible.

5. Recognize ways to build strength: What skills, relationships and knowledge need to be improved. What new contacts, resources and assistance may be needed?

6. Chart action for the next few months: What kind of things needs to be done over the next few months (3, 6, or 12) to realize the "North Star"?

7. Commit to the first step: What are the goals that need to be achieved in the next month and who will be responsible for achieving those goals?

What is PATH?

- PATH is a powerful, creative and useful planning tool
- PATH is daring, bold and action-oriented
- PATH is personal
- PATH is life-giving and life-changing
- PATH is feeling fear and doing it anyway
- PATH is a social process, a journey of self-discovery
- PATH is an opportunity to give and receive a gift

What PATH is not...

- PATH is not a prepackaged set of steps
- PATH is not a guarantee
- PATH is not a test

Who are PATHFINDERS?

- People who want to create their own future
- Individuals with a dream or desire to move forward
- Families who want to work together
- Friends who want to make a difference in someone's life

What are the Steps of PATH?

- Create a clear picture or vision of where you want to be
- Identify your goals – focus for the next year
- Ground yourself in the now
- Identify people to enroll on the journey
- Recognize ways to build strength
- Chart action steps needed to achieve your goal

PATH was developed by Jack Pearpoint, John O'Brien and Marsha Forest beginning in 1991.

Service Animal Training Classes for Veterans with Disabilities

We are announcing

F • R • E • E

Service Animal Training Classes..

Example:

- Hearing Dogs for people who have a hearing loss or who are deaf
- Psychiatric Service Animals to avoid panic attacks and escalation of a mental health condition, **post traumatic stress disorder (PTSD)**
- Mobility or balance service dogs for people with physical limitations.
- Service Animals can pull wheelchairs, pick up dropped items, and much more....

Every Wed
Noon to 4pm



Register for Class by calling:

DSIL **disAbility Solutions**
for Independent Living, Inc.

119 S. Palmetto Ave. • Suite 180 • Daytona Beach, FL 32114

 **386.255.1812** • TTY 386.252.6222



Requests for accommodations, as required under the ADA, must be made a minimum of five days in advance to 386.255.1812



disAbility Solutions

for Independent Living, Inc.

DSIL's Mission is to empower people with disabilities
to obtain equal opportunities in society.

PRESENTS

I•N C•O•N•C•E•R•T

AcaFellas
Embry-Riddle
Aeronautical University



& Silent Auction

F•U•N•D•R•A•I•S•E•R

Saturday ~ Sept. 19th ~ 1:30-4pm

Tickets:

\$10.00

Day of Show \$12.00

Tickets can be purchased by:

1. Going online at www.DSIL.org
2. Sending an Email to info@DSIL.org
3. Calling DSIL at 386.255.1812 ext. 305

BEFORE September 19th

Lakeside Community Center

1999 City Center Circle in Port Orange, FL 32129

By attending you will be helping people with disabilities maintain, or gain independence in our community.

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED
FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL FREE (800-435-7352)
WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR
RECOMMENDATION BY THE STATE. REGISTRATION NUMBER IS CH24506

Service Animal Training Classes for people with Disabilities

**We are
announcing**

F • R • E • E

Service Animal Training Classes..

**Every Wed
Noon to 4pm**

Example:

- *Hearing Dogs for people who have a hearing loss or who are deaf*
- *Psychiatric Service Animals to avoid panic attacks and escalation of a mental health condition*
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- *Service Animals can pull wheelchairs, pick up dropped items, and much more....*

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CookAble Class

For persons with disabilities

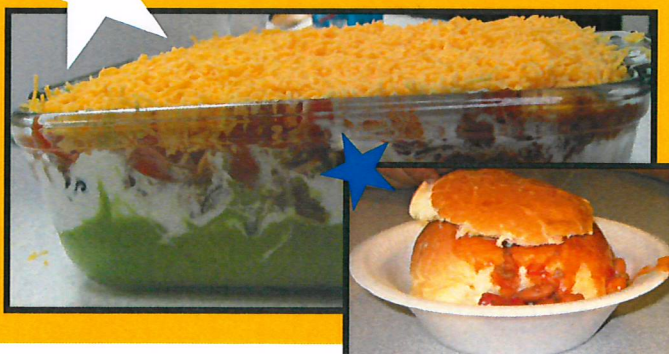
DSIT **disAbility**
Solutions
for Independent Living

386.255.1812
TTY 386.252.6222

Please call to register
for this class, as
space is limited and
we currently have a
waiting list.

*The class is open to ALL
people with disabilities.*

*The focus of the class is for
the participants to learn basic
cooking skills, nutritional
awareness, shopping and
budgeting skills, along
with social skills.*



DSIL disAbility Solutions for Independent Living

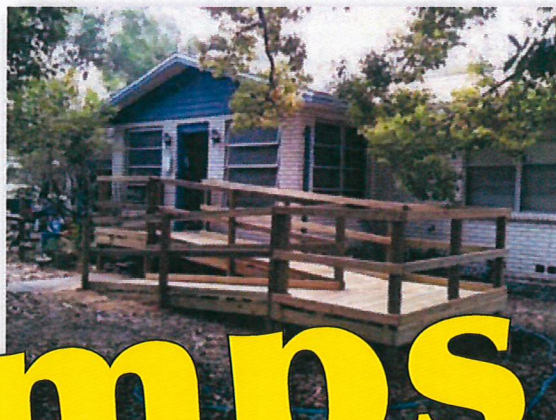
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Phone: 386-255-1812

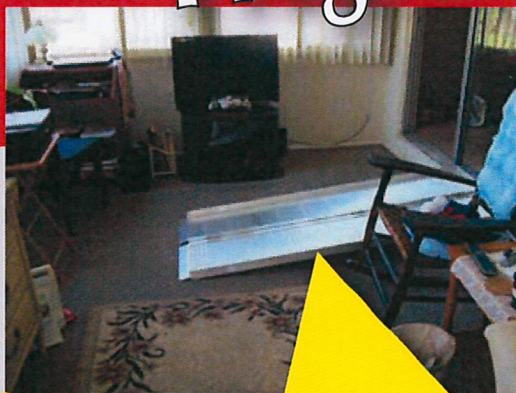
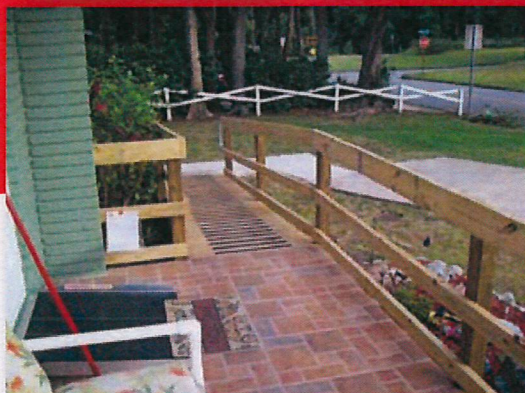
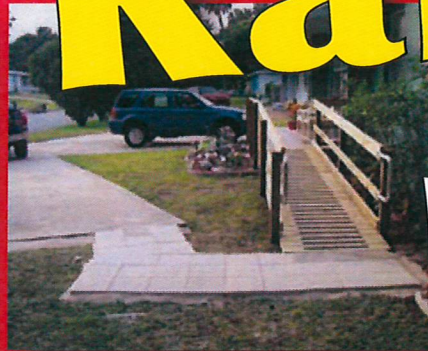
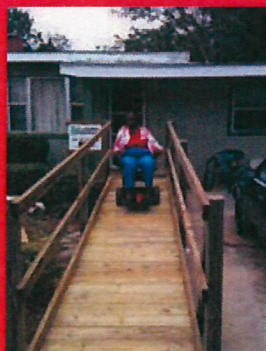
Fax: 386-255-1814

TTY: 386-252-6222

Email: Info@dsil.org



Ramps for Independence Program



Handout Design Donated to disAbility Solutions by Jai M. Hein Designs - Costa Rica

A ramp means...*access to Health Care, Community Activities, Independence, Safety in the home, Access to Employment.*

To Donate: Ramps for Independence click on the Donate button at website www.dsil.org, or write a check to **disAbility Solutions** and designate the donation for the **Ramp Program**.

All donations are charitable contributions

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Looking for an Advocate?



Contact us at 386-255-1812, TTY: 386-252-6222,
or Email info@dsil.org

disAbility Solutions will:

- ◆ Attend and Advocate at IEP Meetings
- ◆ Assist in PATH Planning
- ◆ Supply Education on Rights and Laws
- ◆ Deliver "How To" Tools
- ◆ Facilitate Strategy Meetings

DSIL provides these services
for students of all disabilities,
Pre-K through age 22



*We have you and your child's best interest
in the forefront of everything we do...*



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Stephen Gaddis/Request to Reduce Development Review Fee to Actual Costs

DEPARTMENT: Community Development

RECOMMENDED MOTION:

SUMMARY: Stephen Gaddis, owner of the outfitter business “The Canal House” located at 3765 Ridgewood Avenue, would like to expand to the adjacent property to the south to add parking. He would like to request a reduction of part of the \$4,000 site plan review fee after project approval and requests general direction from the City Council and approval for staff to track their time during the review so that he pays actual costs of staff review. Staff anticipates that the review cost will be less than the \$4,000 fee due to the simple nature of the review. If City Council is agreeable, the full review fee will be paid and once the site plan review is complete a summary will be prepared for the Council to formally approve of any applicable refund. This is consistent with the Ridgewood Corridor Plan Long-term Opportunistic Strategies for Regulatory Changes 1(a) to refund development review application fees once a significant milestone has been reached, such as getting a Development Order (D.O) or a Certificate of Occupancy (C.O.).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

Cruz, Penelope
Clark, Wayne
Harden, David
Johansson, M. Jake

Created/Initiated - 08/21/2015
Approved - 08/21/2015
Approved - 08/24/2015
Final Approval - 08/24/2015

SPECIAL CITY COUNCIL MEETING MINUTES
LAKESIDE COMMUNITY CENTER
1999 CITY CENTER CIRCLE
AUGUST 11, 2015

THE SPECIAL CITY COUNCIL MEETING of the City of Port Orange was called to order by Mayor Allen Green at 6:30 p.m.

Pledge of Allegiance

Silent Invocation

Roll Call:	Present:	Councilman Bob Ford Councilman Donald Burnette Councilman Scott Stiltner Vice Mayor Drew Bastian Mayor Allen Green
	Also Present:	David Harden, Interim City Manager Margaret T. Roberts, City Attorney Robin Fenwick, City Clerk

ACTION ITEMS

4. Capital Improvement Plan (CIP)

David Harden, Interim City Manager, discussed the CIP planning process, considerations for the capital projects, types of capital improvement, as well as proposed project funds. He also discussed the changes implemented for more transparency. Projects can be funded that are currently not funded and projects can move from funded to unfunded if Council so chooses. The Plan must be approved tonight in concept but can be modified as Council works through the budget process.

Vice Mayor Bastian thanked Mr. Harden for the presentation. He asked about the drainage issue in SummerTrees Subdivision. Mr. Harden said staff is working with homeowners to see who's responsible for those issues. There may need to be some cleaning of swales by the City but the homeowners may have some items to take care of as well.

Councilman Ford asked if the Trailwood facility was going to be retained. Susan Lovallo, Parks & Recreation Director, advised that her staff is finding it very useful. Councilman Ford asked for a facility evaluation. Ms. Lovallo advised that Frank Flagg, City's Facility Manager, provided a report and recommended the roof be replaced, which is the project included in the CIP. Vice Mayor Bastian advised that the walls are concrete but there are no shutters for the windows. Councilman Ford asked what is being received for the \$1 million budgeted for planning. Andrew Neff, Public Utilities Director, explained the need for the plans and designs. There was nothing recent that could be used when he started. It needs to be updated. There is no reclaimed system map that can be used for

analysis. The program creates models for the utility's system. He postponed most of the utilities projects until the analysis can be done.

Councilman Stiltner asked how long the project will take and if this will include the whole City. He asked if the studies can be done in phases. Mr. Neff believes it will be a year-long project. The report will look 5, 10, 15, 20 years out and connect to a financial plan. He doesn't recommend splitting it into phases since it will need to be comprehensive. Staff needs to have a complete understanding of the needs of the infrastructure. Councilman Burnette asked how long the model will look into the future. Mr. Neff said it can be a lifelong model with updates. Councilman Burnette asked where the \$1 million figure came from. Mr. Neff said his experience and other agencies of similar size who have recently done the modeling. He also discussed the cost with some firms. Mayor Green asked if a contract can be written specific enough to accomplish the goals. Mr. Neff confirmed yes. Councilman Ford would like more information/details on how this will work and why it is so crucial. Mr. Harden added details from his experience. Modeling could show issues that the staff is not aware of.

Councilman Ford asked what the Enterprise Resource Planning system is for. Mr. Harden advised that \$1 million is appropriated already and this will replace the whole HTE system. Councilman Ford asked if this should be spent this year rather than help Finance in other ways. Tracey Riehm, Finance Director, recommend allocating the money so that the program can be implemented in the very near future. Alan Rosen, Interim Assistant City Manager, advised that process improvement would need to happen with the new software implementation.

Councilman Ford has mixed feelings on the Dunlawton sign into the City Center Complex. Mr. Harden said it is up to the Council if they want to keep it or not. Councilman Ford believes it should be moved out more toward the road so that it is seen better. Councilman Stiltner agreed.

Councilman Stiltner supports the HTE change out. He wants a system that is more effective and user-friendly. He wants to see the stormwater and drainage items moved to the funded list. He believes those projects are a priority. Mr. Harden directed Council to page 41 showing a funded project that could be moved to another project.

Councilman Burnette asked if the road pavement and inventory condition assessment can be done in-house. Mr. Harden advised that the companies have special equipment to ride through the city and video the condition of the roads. Branford Adumuah, Public Works Director, advised that the pavement should be reviewed based on age, as well as the condition. The firm will drive all of the City's roads and provide a report on what should be replaced first. It is a comprehensive seven-year plan to systematically fund the maintenance of the road system. Mayor Green said the City of Ormond Beach has a great system. He asked Mr. Adumuah to check with them on their system. Councilman Burnette would like to see the final study, as well as the plan that comes from the study. He asked Mr. Neff to discuss the meter replacement program. Mr. Neff said the program will last another three years of replacement. Thereafter, the failure rate of the meters will be analyzed rather than just replacing all meters again. Councilman Burnette asked Mr.

Harden for options on the sign at Dunlawton. He asked if the new Police Department stucco needs to be replaced by the contractor since it's a new building. Mr. Harden will check into it.

Newton White, citizen, discussed the millage rate increase. He believes the City's funds are in abundance. He doesn't agree with a lot of the items listed in the budgets.

Ted Noftall, citizen, doesn't believe all of the funds being taxed are going to be spent.

Motion to approve the CIP conceptually as presented was made by Councilman Burnette, Seconded by Councilman Stiltner. Motion carried 4-1 by roll call vote with Councilman Ford voting no.

Council agreed to schedule more budget hearings before September to discuss each fund.

5. Public Utilities Budget

Mr. Harden discussed the revenue sources, operating expenses, and changes to the organizational chart for Public Utilities.

Councilman Ford believes the budget presented for Public Utilities is reasonable. He cautioned Council with financing utility needs.

Mr. Noftall asked what the profit is for the utility fund. Mr. Neff explained that the "profit" is not called a profit for public entities. A revenue sufficiency analysis is done to ensure there is enough funds being received to cover the expenses for the fund.

Mr. White asked what a surplus in the utility account would fund. Mr. Harden said it could pay for administrative costs of the City after paying for the cost of the system.

Mr. Harden discussed possible dates for budget meetings.

ADJOURNMENT: 8:08 p.m.

Mayor Allen Green

Attest:

Robin Fenwick, City Clerk

REGULAR CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
AUGUST 18, 2015

THE REGULAR CITY COUNCIL MEETING of the City of Port Orange was called to order by Mayor Allen Green at 6:30 p.m.

Pledge of Allegiance

Invocation was done by Rev. Christopher Bailey, Chaplain at Bert Fish Hospital

Roll Call: Present: Councilman Bob Ford
 Councilman Donald Burnette
 Councilman Scott Stiltner
 Vice Mayor Drew Bastian
 Mayor Allen Green

 Also Present: Jake Johansson, City Manager
 Margaret T. Roberts, City Attorney
 Robin Fenwick, City Clerk

Mayor Green welcomed Jake Johansson, City Manager, and thanked David Harden, Interim City Manager.

PUBLIC HEARING

4. Second Reading - Ordinance No. 2015-27 - Amending City Code Sec 2-262, Purchase and sales procedures

Mayor Green read Ordinance No. 2015-27.

ORDINANCE NO. 2015-27

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2, SECTION 2-262 OF THE CODE OF ORDINANCES REGARDING PURCHASE AND SALES PROCEDURES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2015-27
was made by Vice Mayor Bastian and
Seconded by Councilman Burnette.

Motion carried unanimously by roll call
vote after no public comments.

5. Second Reading - Ordinance No. 2015-29 - Adopting City Code Section 2-277
Bid protest

Mayor Green read Ordinance No. 2015-29.

ORDINANCE NO. 2015-29

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2, OF THE CODE OF ORDINANCES TO ESTABLISH SECTION 2-277 REGARDING BID PROTEST; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2015-29
was made by Vice Mayor Bastian and
Seconded by Councilman Burnette.
Motion carried unanimously by roll call
vote after no public comments.

6. Second Reading - Ordinance No. 2015-30 - Amending City Code Section 2-
272 Alterations or modifications of contracts

Mayor Green read Ordinance No. 2015-30.

ORDINANCE NO. 2015-30

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2, SECTION 2-272 OF THE CODE OF ORDINANCES REGARDING ALTERATIONS OR MODIFICATIONS OF CONTRACTS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2015-30
was made by Vice Mayor Bastian and
Seconded by Councilman Burnette.
Motion carried unanimously by roll call
vote after no public comments.

AGENDA APPROVAL

Items pulled: #13, 15, 18, 19, 22 (f), (h), and (k).

Motion to approve the agenda as amended was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

BOARD APPOINTMENTS, INTERVIEWS, REPORTS

7. Citizen Advisory Committee for TPO

Bobby Ball was unable to attend the Council meeting and will reschedule at a later date.

8. Parks & Recreation Advisory Board Update

John Cameron, Vice-Chairman, provided details of the Board's most recent meeting. Trails were a big topic of the Board, as well as a community center and co-sponsored teams. The Board is still looking for direction on the Foundation. There was concern from residents regarding the launch at Spruce Creek Road.

Councilman Stiltner has found the opposite as far as Port Orange residents and their feelings on the launch at the end of Spruce Creek Road. He agreed with the comments regarding the enrollment of the programs.

Councilman Burnette asked for another joint meeting with the Parks Board to discuss goals.

Council thanked Mr. Cameron for his service.

E. CITIZEN PARTICIPATION (Agenda)

9. Spruce Creek High School Principal Todd Sparger

Mike Randow, Athletic Director, discussed their work on bringing football back to the school campus. He asked Council to consider helping them fund the games by waiving the fees for the police and fire services during games. The amount needed would be approximately \$550-600 per game. He feels they will give back to the community in economic development by staying in town. He also asked to utilize the portable signs and lights for the stands/parking lot.

Councilman Stiltner has been frustrated for years that the school hasn't been able to utilize their field. He is happy for this change and supports youth athletics. He also

supports this partnership. He supports making the signs and lights available if they are not being used for City obligations already.

Vice Mayor Bastian also supports Friday Night Lights in Port Orange. He asked if assistance is needed for the JV games. Mr. Randow is not asking for assistance with the JV games.

Councilman Burnette doesn't believe the School Board has pulled their weight for either Port Orange school. He suggested using the VIPs for traffic assistance.

Councilman Ford supports the use of public safety personnel for the games. He believes it is good for the community.

Mayor Green asked businesses to support the cause and donate through the school. He asked for a motion not to exceed \$4,500.

Motion to waive the fees for the police, medical, lights, and signs for one year was made by Vice Mayor Bastian, and Seconded by Councilman Burnette.

Newton White, citizen, supported the request but asked Council to consider the small impact in sales tax to be collected for the City.

Motion carried unanimously by roll call vote.

Mayor Green asked that actual costs be tracked by Staff throughout the year.

10. Spruce Creek Rising - Robert Lloyd

Robert Lloyd, Co-Director of Spruce Creek Rising, discussed the issues with navigation at Spruce Creek. He advised Council of the mission statement, objectives and goals of Spruce Creek Rising. Mr. Lloyd asked Council for a resolution supporting the efforts of Spruce Creek Rising to mediate the issues at the railroad trestle.

Ed Donini, Co-Director of Spruce Creek Rising, provided details of the non-profit organization.

Mayor Green supported a resolution for the cause.

All Council Members agreed with their efforts.

Mayor Green asked for public comments; there were none.

Motion for Staff to work with Spruce Creek Rising to prepare a Resolution of support was made by Councilman

Burnette, and Seconded by Councilman Ford. Motion carried unanimously by voice vote.

F. CITIZEN PARTICIPATION (Non-Agenda – 15 minutes)

Ted Nofall, citizen, addressed Council regarding budget issues. He asked Council to tighten up the budget. He discussed the overpayment to the unfunded liability. He also expressed his concerns with not having a specific budget on the public utilities accounts.

G. COUNCIL COMMENTS

11. Comments/Concerns from Council Members

Councilman Ford welcomed Mr. Johansson. He asked for a tour of the east side of the City with the City Manager.

Councilman Burnette asked for a workshop with the City Manager to develop goals for him. He asked that Mr. Johansson provide a flow loss ratio report from the meter replacement program. He expressed concerns with the temporary message board in front of the Police Department. It's been there too long to be a temporary board.

Vice Mayor Bastian asked that a camera be placed on the totem pole for protection in the event of vandalism. He believes the extra payments to the pension funds are a smart decision. He wants to continue making the extra payments to help buy down the debt.

Councilman Stiltner welcomed the new City Manager as well. He thanked Wawa for their spectacular grand opening. They have already jumped into the community with donations and support.

H. CONSENT AGENDA

12. Approval of Minutes
 - a. July 28, 2015 - City Council Workshop/Special Meeting
 - b. August 4, 2015 - Regular City Council Meeting
13. Resolution No. 15-45 - Traffic Signal Maintenance and Compensation Agreement with the Florida Department of Transportation (FDOT)
14. Resolution No. 15-47 - Vacating Sanitary Sewer Easement, Lots 1 and 2, Baltzegar Subdivision; 3664 and 3674 Nova Road
15. Resolution No. 15-48 - Supporting Volusia County's Local Mitigation Plan
16. Resolution No. 15-49 - Budget Appropriations
17. July 2015 Project Manager's Report
18. Stormwater Maintenance Progress

19. Fee Waiver for Adult Activity Center for Annual Woodcarving Show
20. Transfer of K9 Lobo
21. Quarterly Crime Report
22. Bid Awards and Contract Items
 - a. Authorization of up to \$1,430,000 in Encumbrance for Landfill Tipping Fees in FY 2016
 - b. Piggyback through National IPA the City of Tucson contract with EZGO for purchase of Golf Carts
 - c. Change Order No 1 to the Standard Contract for Services with Upham, Inc.
 - d. Task Authorization No 3 to the contract for Engineering Services with Kimley-Horn and Associates, Inc.
 - e. Purchase of Auto Parts and Supplies for Fleet Maintenance for FY 2016
 - f. Interlocal Agreement with Volusia County for Traffic Signal Maintenance and Other Services
 - g. Authorization of Annual Fuel Purchases for City Vehicles and Equipment for FY2016
 - h. Award Wrecker/Towing Services Contract - Universal Towing
 - i. Authorization of \$37,265 in Encumbrance for Services by Giles Electric Company in FY2016
 - j. Piggyback on the Florida Sheriff's Association Contract # 15/17-07-0220 to Purchase Tires and Related Services
 - k. Approval of a Piggyback Agreement and Task Authorization No 1 with CDM Smith, Inc.

Motion to approve the Consent Agenda as modified was made by Vice Mayor Bastian and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

Item #13 – Resolution No. 15-45 – Traffic Signal Maintenance and Compensation Agreement with the Florida Department of Transportation (FDOT)

Mayor Green read Resolution No. 15-45.

RESOLUTION NO. 15-45

A RESOLUTION OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT; PROVIDING AN EFFECTIVE DATE.

Councilman Ford asked if there is anything Staff can do to help synchronize the traffic lights on Dunlawton Avenue. He also asked that other options be considered to determine if this is the best price for the maintenance.

Mr. White expressed concerns with the previous work on the traffic signals along Dunlawton Avenue specifically. He asked if it has been priced out.

Vice Mayor Bastian would like FDOT to revisit the timing of the lights on Dunlawton Avenue.

Motion to approve Resolution No. 15-45
was made by Councilman Ford, and
Seconded by Councilman Burnette.
Motion carried unanimously by roll call
vote.

Item #15 – Resolution No. 15-48 - Supporting Volusia County's Local Mitigation Plan

RESOLUTION NO. 15-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT
ORANGE, VOLUSIA COUNTY, FLORIDA, AUTHORIZING SUPPORT
FOR THE VOLUSIA COUNTY LOCAL MITIGATION STRATEGY;
PROVIDING AN EFFECTIVE DATE.

Motion to approve Resolution No. 15-45
was made by Vice Mayor Bastian, and
Seconded by Councilman Burnette.

Mike Gardner, citizen, asked for better transparency in the wording of agenda items.

Motion carried unanimously by roll call
vote.

Item #18 – Stormwater Maintenance Progress

Mr. Noftall asked if there is a plan relating to the move of employees from mowing to drainage.

Motion to accept the report was made
by Councilman Ford, and Seconded by
Vice Mayor Bastian. Motion carried
unanimously by roll call vote.

Item # 19 – Fee Waiver for Adult Activity Center for Annual Woodcarving Show

Mr. Gardner found the totem pole impressive but cautioned Council on waiving fees.

Motion to approve the request was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

Item #22(f) – Interlocal Agreement with Volusia County for Traffic Signal Maintenance and Other Services

Motion to approve the agreement was made by Vice Mayor Bastian, and Seconded by Councilman Burnette.

Councilman Ford asked what can be done to get a better result. Mayor Green doesn't know of anything different. Councilman Burnette would like to ask Staff to explore options.

Ms. Roberts suggested a one-year contract to allow Staff to check the competition.

Motion to Amend the Motion to change the agreement term to one-year was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion to amend carried unanimously by roll call vote.

Amended Motion for one-year agreement carried unanimously by roll call vote.

Councilman Stiltner asked for details on who owns what traffic signals.

Item 22h – Award Wrecker/Towing Services Contract - Universal Towing

Vice Mayor Bastian asked for details of the bidders. Mayor Green said the recommendation presented is in the documents. Universal Towing is the most cost effective bid received.

Motion to approve was made by Vice Mayor Bastian, and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote.

Item #22k – Approval of a Piggyback Agreement and Task Authorization No 1 with CDM Smith, Inc.

Motion to approve was made by Vice Mayor Bastian, and Seconded by Councilman Burnette.

Mr. Noftall asked Council not to support this expenditure. He asked that Council require QLH to come discuss whether or not the permitted berm would have prevented flooding. He asked to insure the study would be independent of the other reports and Staff's opinions. He is concerned because CDM works with the other firms.

Mr. Gardner agreed with Mr. Noftall's comments. He asked if the evaluation will be done based on the original plans. Andy Neff, Public Utilities Director, advised that this item was developed based on Council's desire to answer questions relating to the berm effectiveness and impacts. This item is at the discretion of Council and will show modeling.

Mayor Green is concerned with flooding in other areas that may not currently flood if a berm is constructed.

Vice Mayor Bastian is concerned with spending this money on a study and modeling rather than just constructing the berm.

Councilman Burnette wants to know if the berm will be effective or not before he can support the construction.

Councilman Ford doesn't know why so many studies are needed. He sees berms around canals all over the world. He wants to give the engineers specific instructions. He wants them to talk with citizens in the area. He supports the study and modeling but he wants it guided for honesty and openness.

Mayor Green asked who did the original modeling. Mayor Green doesn't believe a 6" berm will help against the flooding. Mr. Harden advised that CDM has the original model and was involved in the original modeling project.

Vice Mayor Bastian suggested looking into FRWA for engineering services. Mr. Harden said they handle potable water only not stormwater.

Motion carried 3-2 by roll call vote with Vice Mayor Bastian and Mayor Green voting no.

I. REGULAR AGENDA

23. Pie Guy – Targeted Business Program Incentive Contract (Continued on August 4, 2015)

Keith Norden, President/CEO Team Volusia, asked Council if they have any questions regarding the contract presented.

Mayor Green doesn't agree to waive impact fees with water and sewer. Ms. Roberts advised that the City will pay the impact fee if it is waived.

Motion to approve as presented was made by Councilman Burnette, and Seconded by Councilman Ford. Motion carried 4-1 by roll call vote with Mayor Green voting no. There were no public comments.

24. First Reading - Ordinance No. 2015-28 - Enacting Section 2-276 Suspension and debarment

Mayor Green read Ordinance No. 2015-28.

ORDINANCE NO. 2015-28

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2 TO ESTABLISH SECTION 2-276 REGARDING CONTRACTOR SUSPENSION AND DEBARMENT PROCEDURES AND CRITERION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2015-28 was made by Vice Mayor Bastian and Seconded by Councilman Burnette. Motion carried unanimously by roll call vote after no public comments.

25. First Reading - Ordinance No. 2015-32 - Police Pension change

Mayor Green read Ordinance No. 2015-32.

ORDINANCE NO. 2015-32

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING THE CITY OF PORT ORANGE CODE OF ORDINANCES, CHAPTER 54, ARTICLE V, ENTITLED "POLICE PENSION FUND"; AMENDING SECTION 54-123, PARTICIPATION; PROVIDING AN OPTION PERMITTING THE POLICE CHIEF TO ELECT TO NOT PARTICIPATE IN THE POLICE PENSION FUND; PROVIDING FOR SEVERABILITY OF PROVISIONS; PROVIDING FOR CONFLICTING ORDINANCES, SEVERABILITY AND AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2015-32
was made by Councilman Burnette and
Seconded by Councilman Ford.

Vice Mayor Bastian doesn't support this ordinance change as he did not support it for the Fire Department.

Motion carried 4-1 by roll call vote with
Vice Mayor Bastian voting no, after no
public comments.

26. First Reading - Ordinance No. 2015-33 - Increasing Police Pension Board Terms to Four Years

Mayor Green read Ordinance No. 2015-33.

ORDINANCE NO. 2015- 33

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AMENDING THE CITY OF PORT ORANGE POLICE PENSION FUND TO PROVIDE FOR FOUR-YEAR TRUSTEE TERMS; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion to adopt Ordinance No. 2015-33
was made by Councilman Burnette and
Seconded by Vice Mayor Bastian.

Mayor Green doesn't support an extension.

Mr. Nofall expressed his concerns with the make-up of the Board Members. Ms. Roberts advised Mr. Nofall that he is off the agenda item on the floor.

Mr. White believes extending the term hinders Council's ability to change the composition of the Board.

Motion failed 1-4 by roll call vote with
Vice Mayor Bastian voting yes.

27. Council Meeting Schedule for September 2015

Motion to approve the scheduling
change was made by Vice Mayor
Bastian, and Seconded by Councilman
Burnette. Motion carried unanimously by
roll call vote after no public comments.

28. Halifax Paving Lake Excavation Contract Progress Report

Mr. Neff advised that the lake is dug out but there is still work to be done, including sloping of the edges and final as-builts. The project is set to be completed at the end of September 2015.

Mayor Green asked that Staff be very clear on the closing documents for this project.

Vice Mayor Bastian asked the Staff to invite Tad Durrance, Halifax Paving, to attend a Council meeting to discuss the project.

29. Options relating to 5126 Ridgewood Avenue (Nova One Tattoo/Johnson)

Ms. Roberts provided details relating to the costs expended by the City totaling \$2,821.46 plus the costs of the Code Enforcement Staff.

Mayor Green asked Council if they agree to waive a substantial amount of the liens. He cautioned Council with waiving costs.

Councilman Ford is concerned with the fairness of the transaction as a whole. He wants to see that all real costs to the City are paid and the property is cleaned up.

Councilman Burnette believes there have been some savings to the City already with this purchase.

Vice Mayor Bastian supports a deal because the City would have waived those fees had the City bought it. He agreed with collecting all direct costs.

Councilman Stiltner doesn't believe the \$700,000+ liens wouldn't pay for all of the direct costs with public safety costs and the like. He supported a structured plan to address these issues.

Ms. Roberts advised of the code personnel costs in the amount of \$833. The total due is approximately \$9,665. Councilman Ford asked that the buildings be removed within a certain amount of time. Ms. Roberts advised that 90 days was proposed.

Motion to approve an agreement of \$10,000 being paid to the City and removal of all of the buildings on the property was made by Councilman Ford, and Seconded by Councilman Burnette with the City Attorney and City Manager finalizing the contract.

Mr. Nofall doesn't support the waiver.

Raymond Adams, citizen, thanked Council and advised Staff they will not need to cite the property while he is the owner.

Motion carried unanimously by roll call vote.

J. COMMENTS

30. City Attorney Comments

There was nothing further from the City Attorney.

31. City Manager Comments

Mr. Johansson advised of the Joint Special Meeting of the Shareholders and Board of Directors of the Golf Course scheduled for Tuesday, August 25, 2015 at 5:00 p.m. prior to the Budget Workshop.

Mayor Green receives a lot of complaints about the meetings not running live when they are held at Lakeside Community Center. He asked for an update on the upgrades.

K. COUNCIL COMMITTEE REPORTS

32. City Council Committee Reports

- a. Volusia League of Cities – Nothing to report
- b. ArtHaus – Councilman Burnette reported sponsors are needed for the art festival during Family Days.
- c. Port Orange/South Daytona Chamber of Commerce – Councilman Burnette reported on the legislative update to be held at breakfast on September 15, 2015 at 8:00 a.m. with Senator Dorothy Hukill.

Regular City Council Meeting

August 18, 2015

Page **14** of **14**

d. Roundtable of Volusia County Elected Officials – Mayor Green reported on the transportation and water quality discussions held by the elected officials.

ADJOURNMENT: 9:06 p.m.

Mayor Allen Green

Attest:

Robin Fenwick, CMC
City Clerk



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Resolution No. 15-20 - Update to Standard Construction Details for Dunlawton Avenue Walklights M-14, M-15, M-16, and M-17

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution No. 15-20, adopting revised Standard Construction Details related to the Dunlawton Avenue Walklights M-14, M-15, M-16, and M-17.

SUMMARY: Standard Construction Details M-14, M-15, M-16, and M-17 are being modified as discussed at City Council workshops earlier this year. The changes to the construction details for all Dunlawton Avenue walklights are intended to improve the efficiency and reduce the cost of operating the walklights, clarify maintenance responsibility, and ultimately create consistency for the walklights throughout the Dunlawton Corridor (Ridgewood Avenue to Summertrees Road). The attached strikethrough (text removed) and underlined (text added) details identify proposed modifications to the Standard Construction Details related to the Dunlawton Avenue walklights.

The revised Detail includes:

- Specifying construction by developer and maintenance by City after acceptance
- Specifying location required in right-of-way or easement
- Specifying power source is City-supplied electric or other City controlled
- Specifying LED wattage, light distribution, and light color
- Require either a decorative spun concrete pole or an aluminum pole
- Require the poles to be mounted on a concrete pedestal 6" above grade
- Require one solar sensor with lighting contactors at the electrical service or other City approved location for each string/series of lights
- Remove duplicate language from details
- Remove The "Floridian" Walklight (Detail M-15)

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Reso. No. 15-20	Reso. No. 15-20.pdf
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Burman, Tim
Clark, Wayne

Created/Initiated - 03/20/2015
Approved - 08/11/2015

Roberts, Margaret
Harden, David
Johansson, M. Jake

Approved - 08/31/2015
Approved - 09/01/2015
Final Approval - 09/01/2015

RESOLUTION NO. 15-20

A RESOLUTION OF THE CITY OF PORT ORANGE,
VOLUSIA COUNTY, FLORIDA, ADOPTING
REVISED STANDARD CONSTRUCTION DETAILS
M-14, M-16, M-17, AND REMOVING M-15
RELATING TO WALKLIGHTS AND STREETLIGHTS;
PROVIDING FOR REPEAL OF CONFLICTING
RESOLUTIONS; PROVIDING FOR SEVERABILITY
AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Subsection 3(b) of Chapter 5 of the City of Port Orange Land Development Code authorizes adoption of standard construction details by resolution of the City Council; and

WHEREAS, pursuant to this authority the City has previously adopted standard construction details by resolution; and

WHEREAS, the standard construction details are in need of revision in order to address maintenance concerns, improve efficiency of operation, and create consistency for walklights and streetlights.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The City Council hereby adopts the revised Standard Construction Details, attached hereto as **Exhibit "A,"** for Details M-14, M-16, M-17 and the removal of detail M-15 in its entirety.

Section 2. All other Standard Construction Details shall remain in full force and effect except as modified herein.

Section 3. All resolutions or parts thereof in conflict herewith or contrary hereto are hereby repealed to the extent of such conflict.

Section 4. If any section, subsection, sentence, clause, phrase, or portion of this resolution, or application hereof, is for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion or provision and such holding shall not affect the validity of the remaining portions or applications hereof.

Section 5. This resolution shall become effective immediately upon adoption by the City Council.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on this day of _____, 2015

Reviewed and Approved: _____
Assistant City Attorney

Exhibit "A"

STREET LIGHTS

STREET LIGHTS: (HEIGHT: 20+ FEET)

1. STREET LIGHTS SHALL BE GENERALLY PROVIDED AT ALL INTERSECTIONS, AND AT MAJOR ENTRY ROADS INTO THE SUBDIVISION AS DESIGNATED BY THE ADMINISTRATIVE OFFICIAL.
2. ALL CITY MAINTAINED STREET LIGHTS ARE TO BE FPL SUPPLIED STREET LIGHTS.
3. PRIVATELY MAINTAINED STREET LIGHTS SHALL BE:
GARDCO LIGHTING HI4L-DIM-1-3-85LA-NW-UNIV-BRA-PC
30' POLE SHALL BE CONCRETE AND SPACED AT INTERVALS OF 300 TO 400 FEET.
4. ALTERNATIVE STREET LIGHTING PROPOSALS BY DEVELOPERS SHOULD BE SUBMITTED TO THE COMMUNITY DEVELOPMENT AND PUBLIC WORKS DEPARTMENTS FOR APPROVAL.
5. ALL STREET LIGHTS SHALL BE DESIGNED TO WITHSTAND 130 MPH MINIMUM WIND SPEED.



STANDARD CONSTRUCTION DETAIL STREET LIGHTS

REV. 09/15

FILE NAME:

M14.DWG

DETAIL REF:

M-14

Exhibit "A"

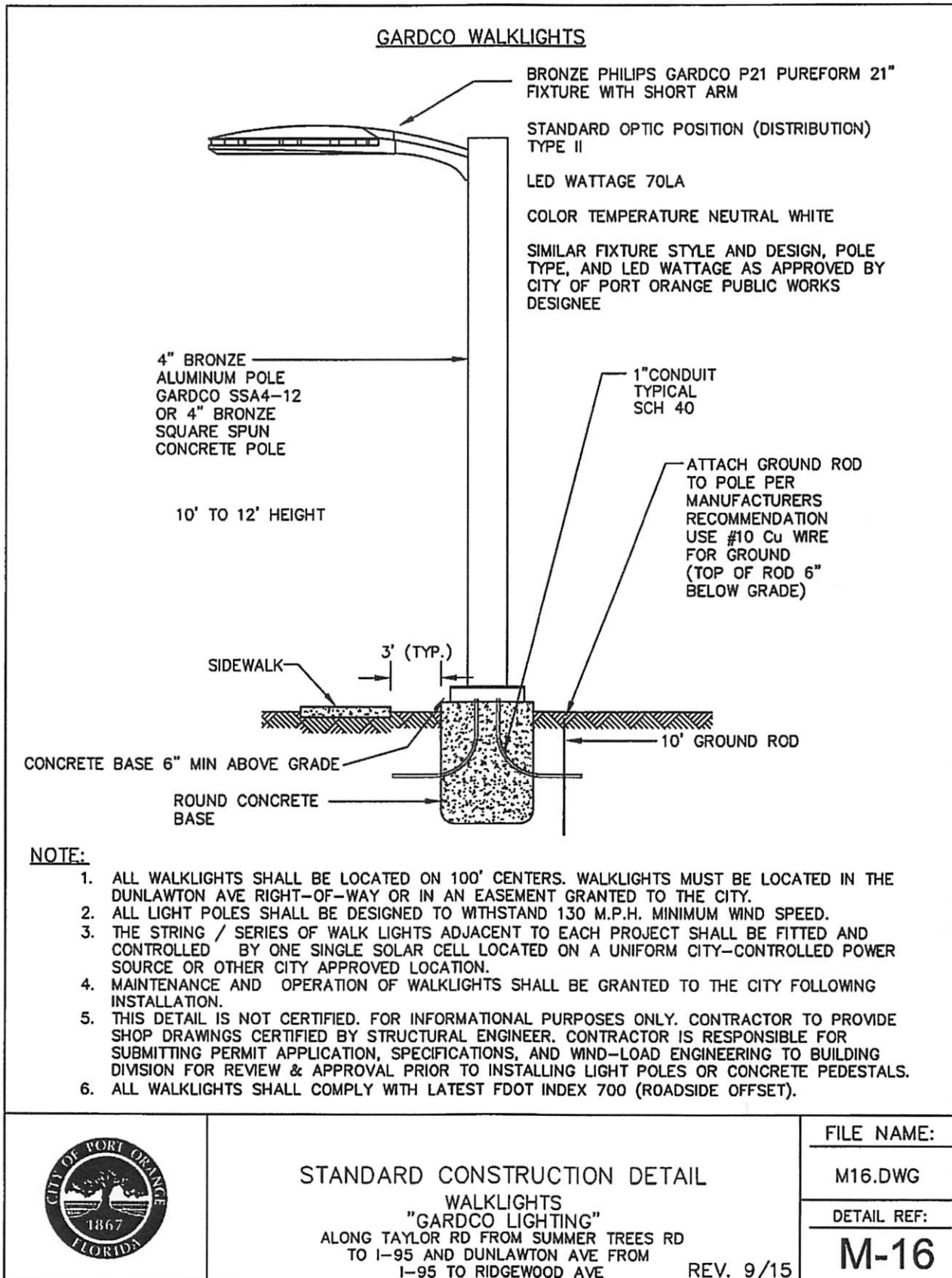


Exhibit "A"

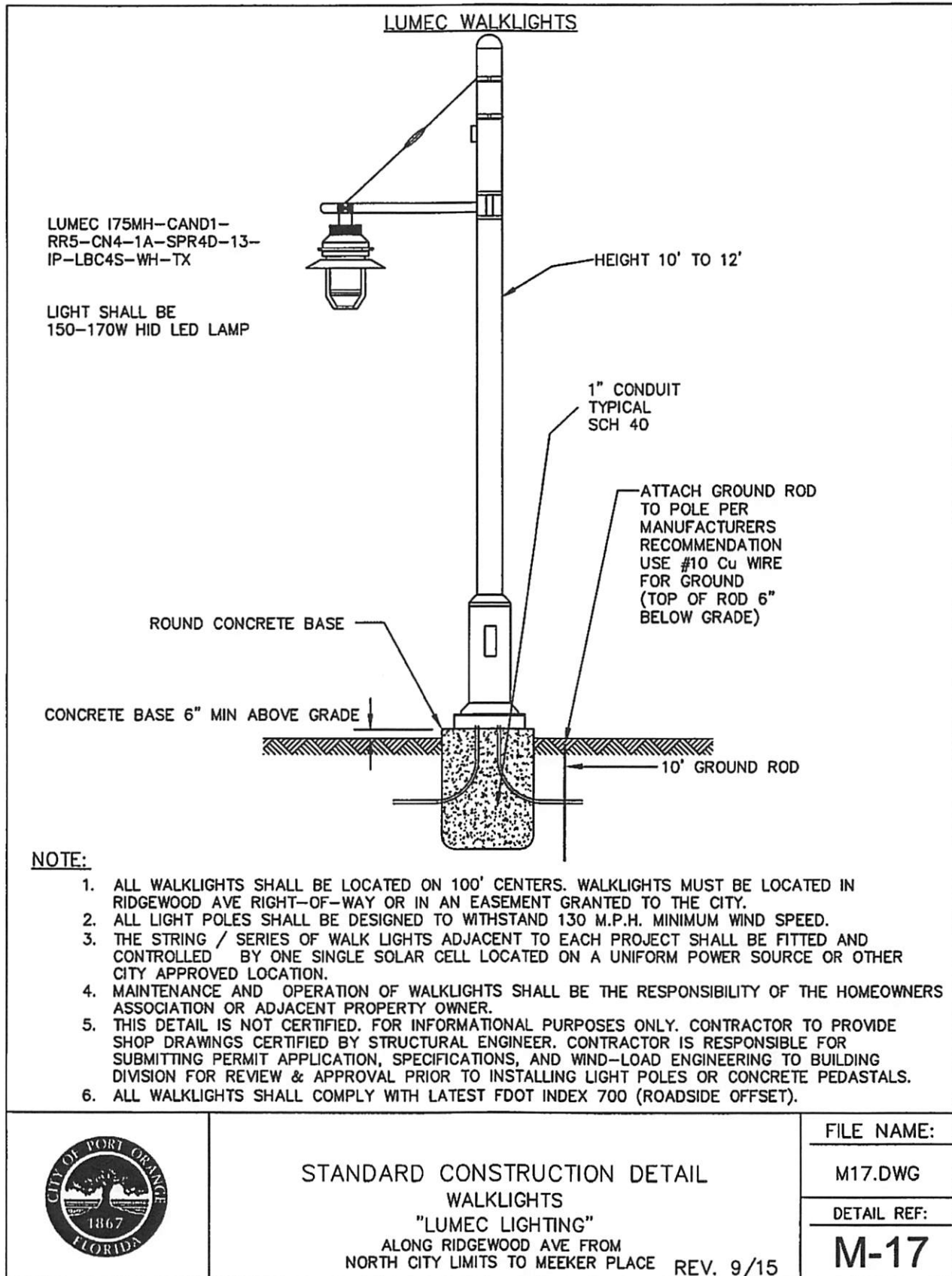
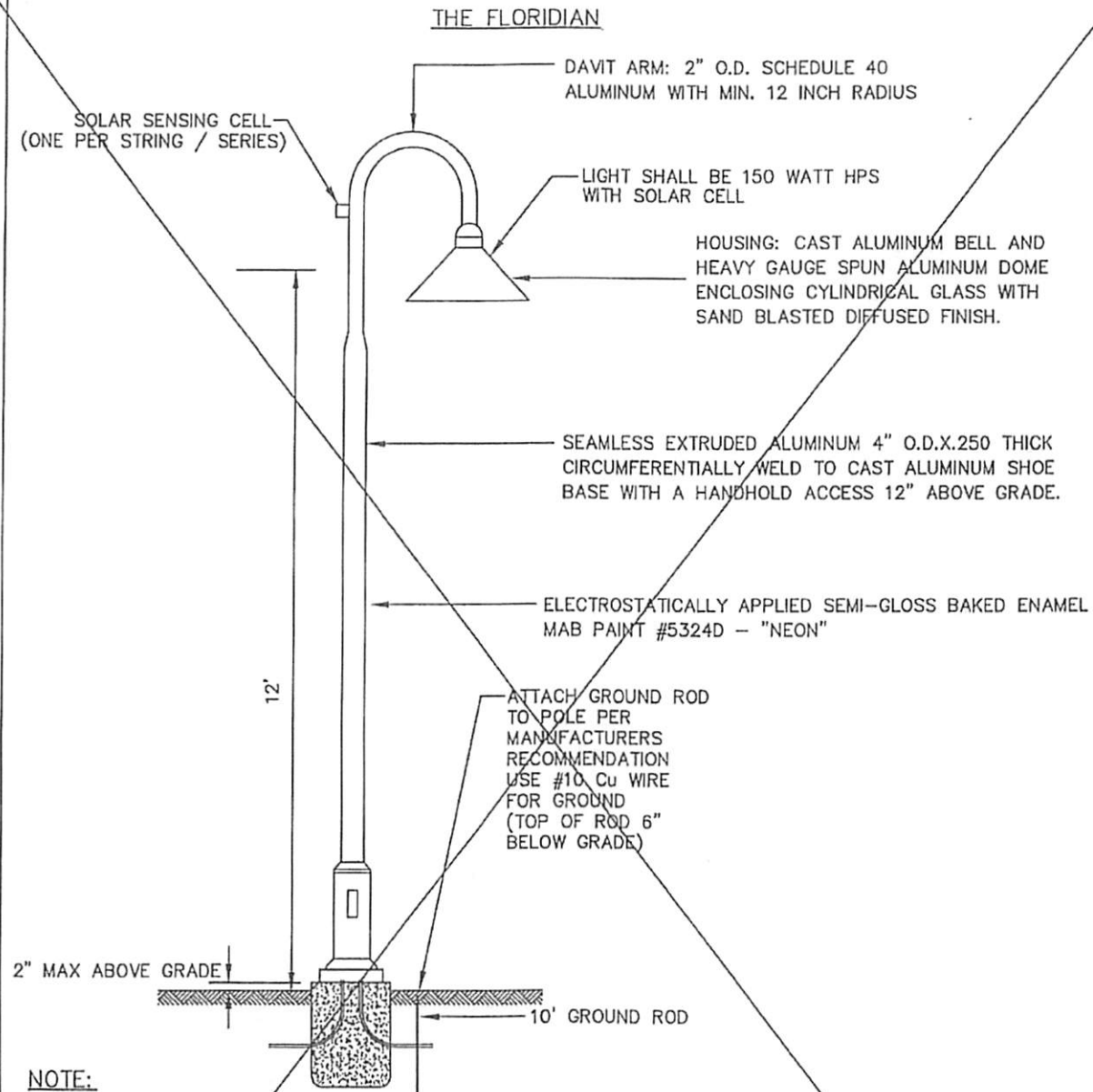


Exhibit "A"

REMOVED



NOTE:

1. ALL WALKLIGHTS SHALL BE LOCATED ON 100' CENTERS. THE PLANNING DIVISION SHALL BE CONTACTED AT (386) 506-5600 TO FIELD VERIFY THE PROPOSED LOCATIONS FOR WALKLIGHTS.
2. ALL LIGHT POLES SHALL BE DESIGNED TO WITHSTAND 130 M.P.H. WIND SPEED.
3. THE STRING / SERIES OF WALK LIGHTS ADJACENT TO EACH PROJECT SHALL BE FITTED AND CONTROLLED BY ONE SINGLE SOLAR CELL.
4. MAINTENANCE AND OPERATION OF WALKLIGHTS SHALL BE THE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION OR ADJACENT PROPERTY OWNER.



STANDARD CONSTRUCTION DETAIL
WALKWAY LIGHTS
"THE FLORIDIAN"

REV. 2/13

FILE NAME:

M15.DWG

DETAIL REF:

M-15



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Resolution No. 15-50 - Revised Easement Vacation (Wawa at 1031 Dunlawton Ave.)

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution No. 15-50.

SUMMARY: At the request of the Wawa developer, a revised resolution has been prepared to remove the FPL easement from those originally requested to be vacated by Resolution No. 14-9. Wawa and FPL will be working together to resolve any need for modification to the existing utility easement occupied by FPL. All other conditions previously set forth in Resolution No. 14-9 have been met for the vacation of the remaining easements, excluding the utility easement occupied by FPL. Once this resolution is approved, a certified copy of this resolution vacating easements will be recorded along with the replacement easements required by the Land Development Code.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-50	Reso. No. 15-50 w.Exhibits 8.31.15.pdf
2.	Replacement Easements	Replacement Easements.pdf

Jones, Matthew
Clark, Wayne
Roberts, Margaret
Harden, David
Johansson, M. Jake

Created/Initiated - 08/17/2015
Approved - 08/19/2015
Approved - 09/02/2015
Approved - 09/02/2015
Final Approval - 09/03/2015

RESOLUTION NO.15-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PORT ORANGE, VOLUSIA COUNTY, FLORIDA,
VACATING VARIOUS PLATTED EASEMENTS LOCATED
ON LOT 2, BLOCK 1 OF THE COUNTRYSIDE
COMMERCIAL CENTER PHASE I SUBDIVISION IN
CONJUNCTION WITH THE WAWA DEVELOPMENT; AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, Dunlawton Investors, LLC, a Florida limited liability company, (herein referred to as the "Owner") is the record owner of Lot 2, Block 1 of the Countryside Commercial Center Phase I Subdivision, according to the Warranty Deed recorded in Official Records Book 6975, Page 0099, Public Records of Volusia County, Florida; and

WHEREAS, the Owner, has applied for the vacation of various platted easement located on Lot 2, Block 1 of the Countryside Commercial Center Phase I Subdivision (more accurately described and depicted on **Exhibits "A" – "E"**), in conjunction with the proposed Wawa development; and

WHEREAS, Dunlawton Investors, LLC had previously applied for an easement vacation which was conditionally granted by the City (see Resolution 14-9), however, Dunlawton Investors, LLC was unable to receive a release from Florida Power & Light ("FPL") for the utility easement; and

WHEREAS, Dunlawton Investors, LLC has elected to proceed with a modified application for vacation of various platted easements, excluding the utility easement occupied by FPL; and

WHEREAS, the applicant has complied with the requirements of Section 177.101(4), Florida Statutes; and

WHEREAS, the City Council of the City of Port Orange has the power and authority to vacate publicly dedicated easements within the City limits under constitutional home rule powers and Chapters 166 and 177, Florida Statutes (2013).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The interest of the City of Port Orange, Volusia County, Florida, in the various platted easement depicted and described on the attached **Exhibits "A" – "E"** are declared to be vacated and abandoned, and any right, title and interest of the City of Port Orange in and to the attached easements hereby vacated are renounced and disclaimed. All other easements located on Lot 2, Block 1 of the Countryside Commercial Center Phase I Subdivision, not previously vacated shall remain in full force and effect.

Section 2. This resolution shall expressly supersede and repeal Resolution 14-9.

Section 3. This resolution shall become effective upon simultaneous recording of a certified copy of this Resolution in the public records of Volusia County, Florida and the required replacement easements granted to the City.

MAYOR ALLEN GREEN

ATTEST

Robin L. Fenwick, CMC, City Clerk

Adopted on the _____ day of _____, 2015.

Reviewed and Approved: _____
Assistant City Attorney

SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE ACCESS EASEMENT

EXHIBIT "A"

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 2

DESCRIPTION:

A PORTION OF THE ACCESS EASEMENT AS SHOWN ON THE PLAT OF COUNTRYSIDE COMMERCIAL CENTER PHASE 1, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 39, PAGE 102, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, SAID PORTION OF ACCESS EASEMENT LOCATED IN LOT 2 OF SAID PLAT, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF THE AFORESAID LOT 2, THENCE RUN N33°58'49"W ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N33°58'49"W ALONG SAID WEST LINE, A DISTANCE OF 20.00 FEET; THENCE RUN N56°01'11"E, A DISTANCE OF 280.00 FEET; THENCE RUN S33°58'49"E ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 55.00 FEET TO A POINT ON A NON-TANGENT CURVE, CONCAVE TO THE SOUTH, HAVING A RADIUS OF 35.00 FEET; THENCE FROM A RADIAL BEARING OF S56°01'11"W, RUN WESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC DISTANCE OF 54.98 FEET; THENCE RUN S56°01'11"W, A DISTANCE OF 44.36 FEET TO THE BEGINNING OF A CURVE, CONCAVE TO THE SOUTHEAST, HAVING A RADIUS OF 75.00 FEET; THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 26°37'02", AN ARC DISTANCE OF 34.84 FEET; THENCE RUN S29°24'09"W, A DISTANCE OF 27.78 FEET TO THE BEGINNING OF A CURVE, CONCAVE TO THE EAST, HAVING A RADIUS OF 25.00 FEET; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 42°34'33", AN ARC DISTANCE OF 18.58 FEET; THENCE RUN S13°10'24"E, A DISTANCE OF 10.83 FEET TO THE BEGINNING OF A CURVE, CONCAVE TO THE NORTHEAST, HAVING A RADIUS OF 35.00 FEET; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 10°14'08", AN ARC DISTANCE OF 6.25 FEET; THENCE RUN S56°01'11"W ALONG THE SOUTH LINE OF SAID LOT 2, ALSO BEING THE NORTH RIGHT OF WAY LINE OF DUNLAWTON BOULEVARD, A DISTANCE OF 24.50 FEET TO A POINT ON A NON-TANGENT CURVE, CONCAVE TO THE SOUTH, HAVING A RADIUS OF 50.00 FEET; THENCE FROM A RADIAL BEARING OF S56°01'11"W, RUN NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC DISTANCE OF 78.54 FEET; THENCE RUN S56°01'11"W, A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 8,601 SQUARE FEET OR 0.197 ACRES, MORE OR LESS.

SURVEYORS NOTES

1. Bearings based on the Northerly Right of Way Line of Dunlawton Boulevard as shown on the plat of Countryside Commercial Center Phase I, as being S56°01'11"W.
2. I hereby certify that the "Sketch of Description" of the above described property is true and correct to the best of my knowledge and belief as recently drawn under my direction and that it meets the Minimum Technical Standards for Land Surveying in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.
3. Not valid without the signature and raised seal of a Florida Licensed Surveyor and Mapper.


JAMES R. SHANNON JR., P.L.S. #4671
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED
SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

SHANNON SURVEYING, INC.
499 NORTH S.R. 434 - SUITE 2153
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LB # 6898

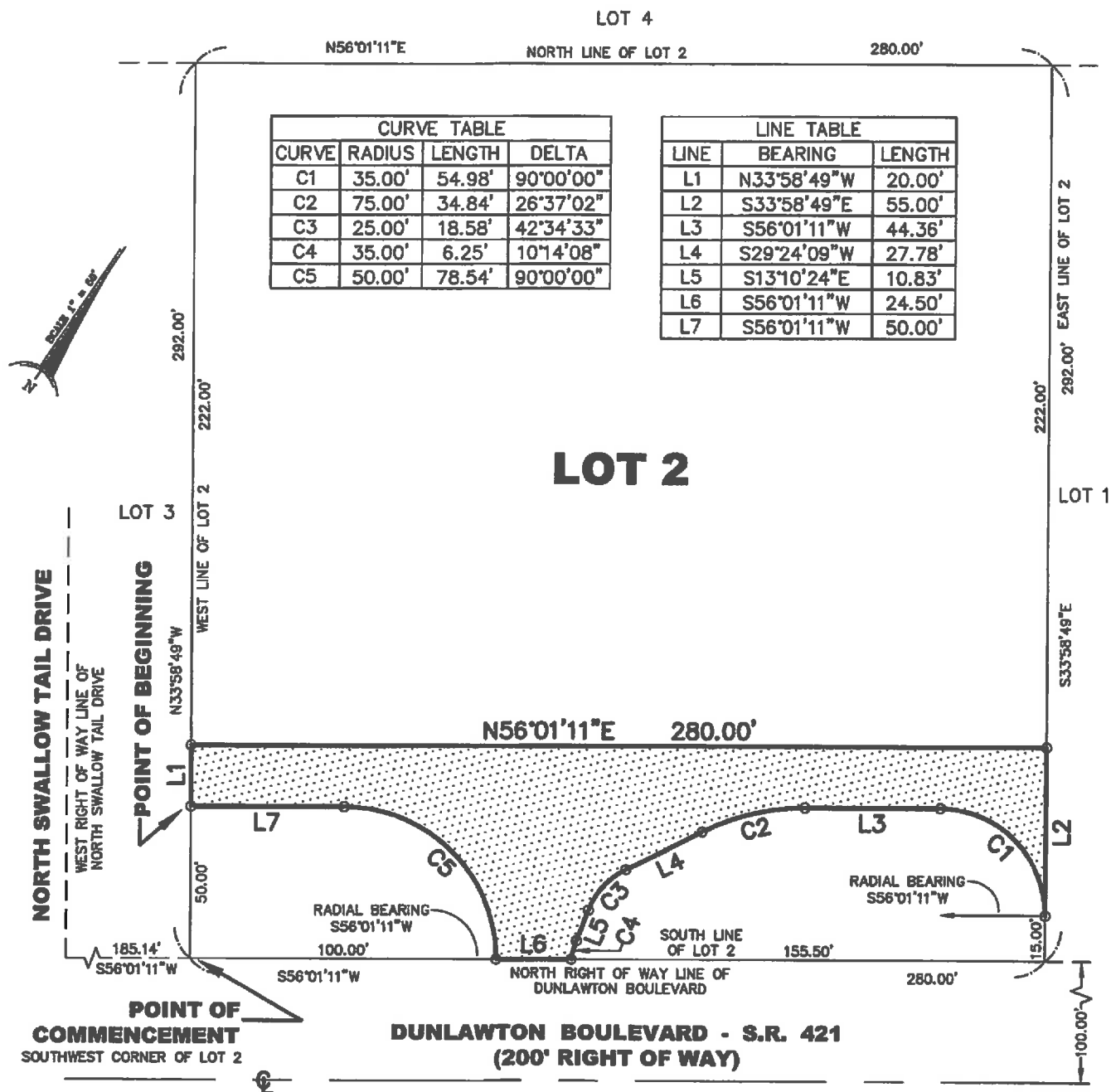
DATE OF SURVEY: 02/06/2014

DRAWN BY: BP SCALE: 1" = 50'

WAWA DUNLAWTON VACATE ACCESS SKETCH

SHEET 1 OF 2

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 1



SHANNON SURVEYING, INC.
499 NORTH S.R. 434 - SUITE 2153
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LB # 6898

DATE OF SURVEY: 02/06/2014

DRAWN BY: BP **SCALE:** 1" = 50'

WAWA DUNLAWTON VACATE ACCESS SKETCH

SHEET 2 OF 2

SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE 20' ACCESS
& UTILITY EASEMENT

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 2

EXHIBIT "B"

DESCRIPTION:

A PORTION OF THE 20 FOOT ACCESS AND UTILITY EASEMENT AS SHOWN ON THE PLAT OF COUNTRYSIDE COMMERCIAL CENTER PHASE 1, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 39, PAGE 102, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, SAID PORTION OF EASEMENT LOCATED IN LOT 2 OF SAID PLAT, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF THE AFORESAID LOT 2, THENCE RUN N33°58'49"W ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 70.00 FEET; THENCE RUN S56°01'11"W, A DISTANCE OF 68.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S56°01'11"W, A DISTANCE OF 20.00 FEET; THENCE RUN N33°58'49"W, A DISTANCE OF 178.00 FEET; THENCE RUN N56°01'11"E, A DISTANCE OF 20.00 FEET; THENCE RUN S33°58'49"E, A DISTANCE OF 178.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 3,560 SQUARE FEET, MORE OR LESS.

SURVEYORS NOTES

1. Bearings based on the Northerly Right of Way Line of Dunlawton Boulevard as shown on the plat of Countryside Commercial Center Phase I, as being S56°01'11"W.
2. I hereby certify that the "Sketch of Description" of the above described property is true and correct to the best of my knowledge and belief as recently drawn under my direction and that it meets the Minimum Technical Standards for Land Surveying in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.
3. Not valid without the signature and raised seal of a Florida Licensed Surveyor and Mapper.



JAMES R. SHANNON JR., P.L.S. #4671
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED
SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

SHANNON SURVEYING, INC.
499 NORTH S.R. 434 - SUITE 2153
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LB # 6898

DATE OF SURVEY: 02/06/2014

DRAWN BY: BP SCALE: 1" = 50'

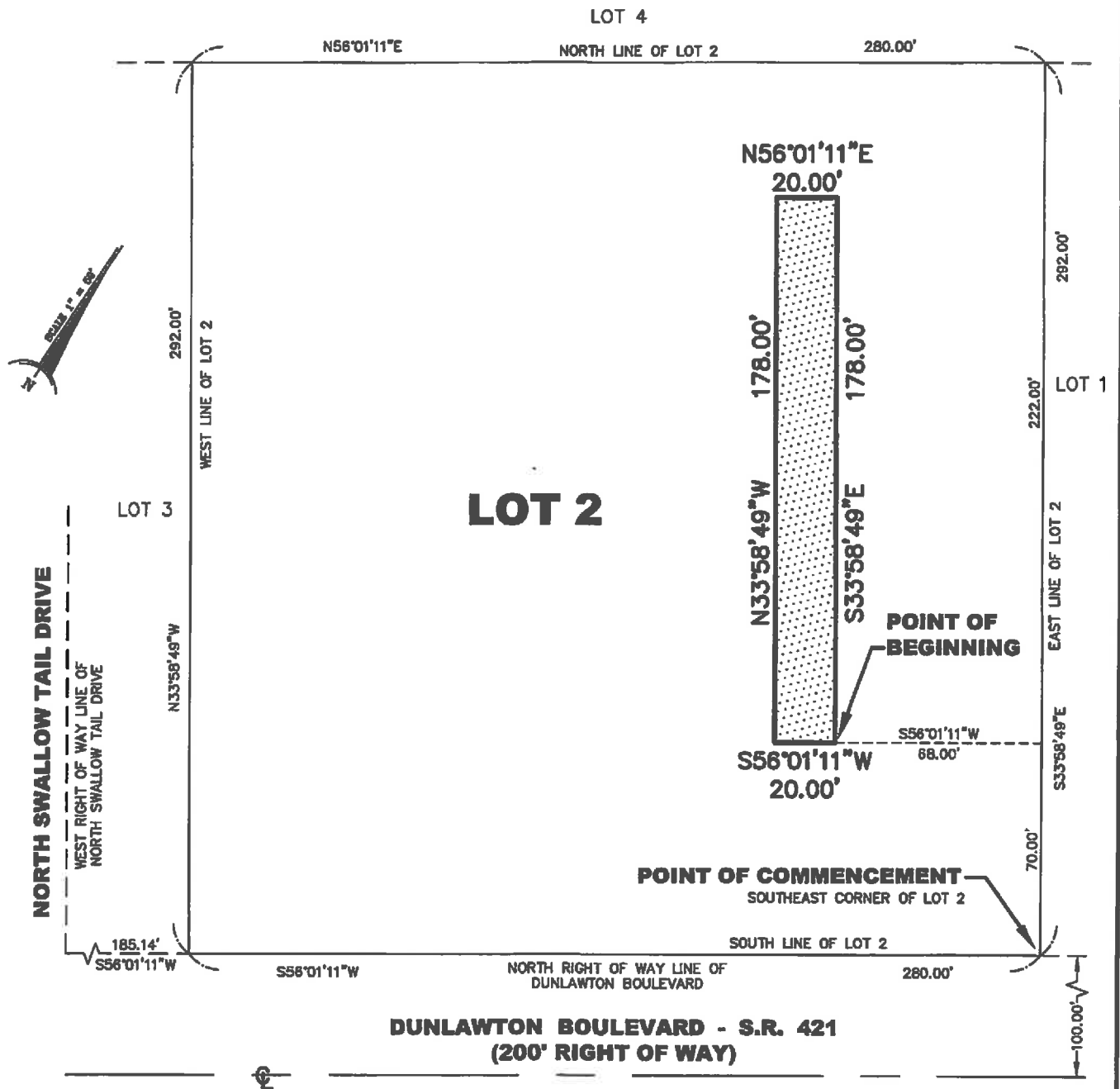
WAWA DUNLAWTON VACATE 20' A/U SKETCH

SHEET 1 OF 2

SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE 20' ACCESS
& UTILITY EASEMENT

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 1



SHANNON SURVEYING, INC.
499 NORTH S.R. 434 - SUITE 2153
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LB # 6898

DATE OF SURVEY: 02/06/2014

DRAWN BY: BP SCALE: 1" = 50'

WAWA DUNLAWTON VACATE 20' A/U SKETCH
SHEET 2 OF 2

SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE 15' ACCESS &
DRAINAGE EASEMENT

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 2

EXHIBIT "C"

DESCRIPTION:

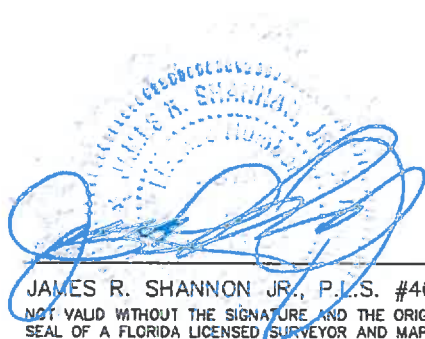
A PORTION OF THE 15 FOOT ACCESS & DRAINAGE EASEMENT AS SHOWN ON THE PLAT OF COUNTRYSIDE COMMERCIAL CENTER PHASE 1, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 39, PAGE 102, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, SAID PORTION OF EASEMENT LOCATED IN LOT 2 OF SAID PLAT, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF THE AFORESAID LOT 2, THENCE RUN N33°58'49"W ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 292.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 2; THENCE RUN N56°01'11"E ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 95.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N56°01'11"E ALONG SAID NORTH LINE, A DISTANCE OF 15.00 FEET; THENCE RUN S33°58'49"E, A DISTANCE OF 20.00 FEET; THENCE RUN S56°01'11"W, A DISTANCE OF 15.00 FEET; THENCE RUN N33°58'49"W, A DISTANCE OF 20.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 300 SQUARE FEET, MORE OR LESS.

SURVEYORS NOTES

1. Bearings based on the Northerly Right of Way Line of Dunlawton Boulevard as shown on the plat of Countryside Commercial Center Phase I, as being S56°01'11"W.
2. I hereby certify that the "Sketch of Description" of the above described property is true and correct to the best of my knowledge and belief as recently drawn under my direction and that it meets the Minimum Technical Standards for Land Surveying in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.
3. Not valid without the signature and raised seal of a Florida Licensed Surveyor and Mapper.



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NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED
SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

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DATE OF SURVEY: 02/06/2014

DRAWN BY: BP SCALE: 1" = 50'

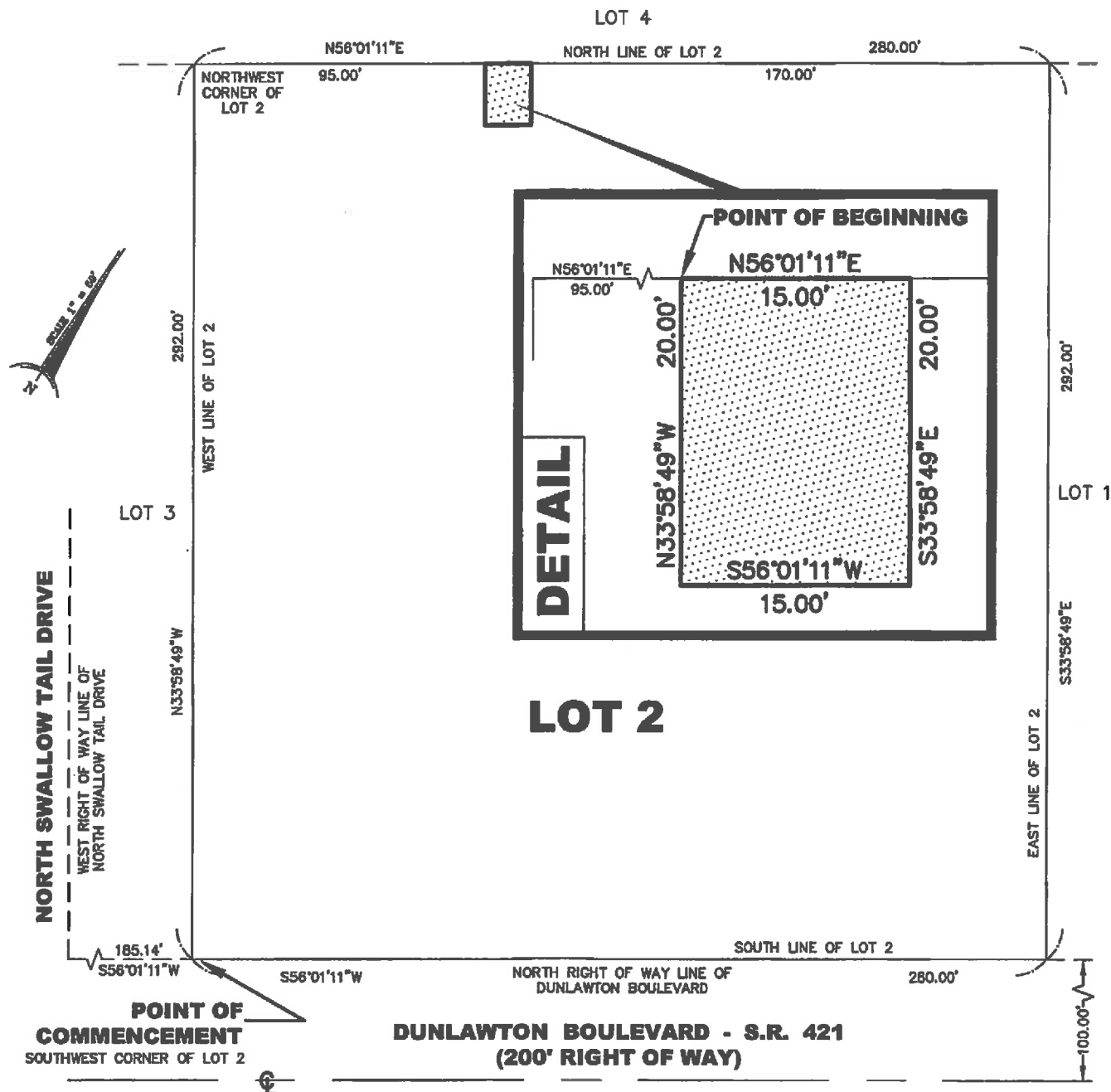
WAWA DUNLAWTON VACATE 15' A/D SKETCH

SHEET 1 OF 2

SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE 15' ACCESS &
DRAINAGE EASEMENT

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 1



SHANNON SURVEYING, INC.
499 NORTH S.R. 434 - SUITE 2153
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LB # 6898

DATE OF SURVEY: 02/06/2014

DRAWN BY: BP SCALE: 1" = 50'

WAWA DUNLAWTON VACATE 15' A/D SKETCH
SHEET 2 OF 2

SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON

PURPOSE: VACATE 15' DRAINAGE EASEMENT

EXHIBIT "D"

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 2

DESCRIPTION:

A PORTION OF THE 15 FOOT DRAINAGE EASEMENT AS SHOWN ON THE PLAT OF COUNTRYSIDE COMMERCIAL CENTER PHASE 1, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 39, PAGE 102, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, SAID PORTION OF EASEMENT LOCATED IN LOT 2 OF SAID PLAT, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF THE AFORESAID LOT 2, THENCE RUN N33°58'49"W ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 140.00 FEET TO THE POINT OF BEGINNING; THENCE RUN S56°01'11"W, A DISTANCE OF 14.05 FEET; THENCE RUN N61°45'51"W, A DISTANCE OF 115.74 FEET; THENCE RUN N33°58'49"W, A DISTANCE OF 5.61 FEET; THENCE RUN N56°01'11"E, A DISTANCE OF 14.00 FEET; THENCE RUN S61°45'51"E, A DISTANCE OF 105.12 FEET; THENCE RUN N56°01'11"E, A DISTANCE OF 5.00 FEET; THENCE RUN S33°58'49"E ALONG THE AFORESAID EAST LINE OF LOT 2, A DISTANCE OF 15.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 1,839 SQUARE FEET, MORE OR LESS.

SURVEYORS NOTES

1. Bearings based on the Northerly Right of Way Line of Dunlawton Boulevard as shown on the plat of Countryside Commercial Center Phase I, as being S56°01'11"W.
2. I hereby certify that the "Sketch of Description" of the above described property is true and correct to the best of my knowledge and belief as recently drawn under my direction and that it meets the Minimum Technical Standards for Land Surveying in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.
3. Not valid without the signature and raised seal of a Florida Licensed Surveyor and Mapper.

JAMES R. SHANNON, JR., P.L.S. #4671
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED
SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

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(407) 774-8372 LB # 6898

DATE OF SURVEY: 02/06/2014

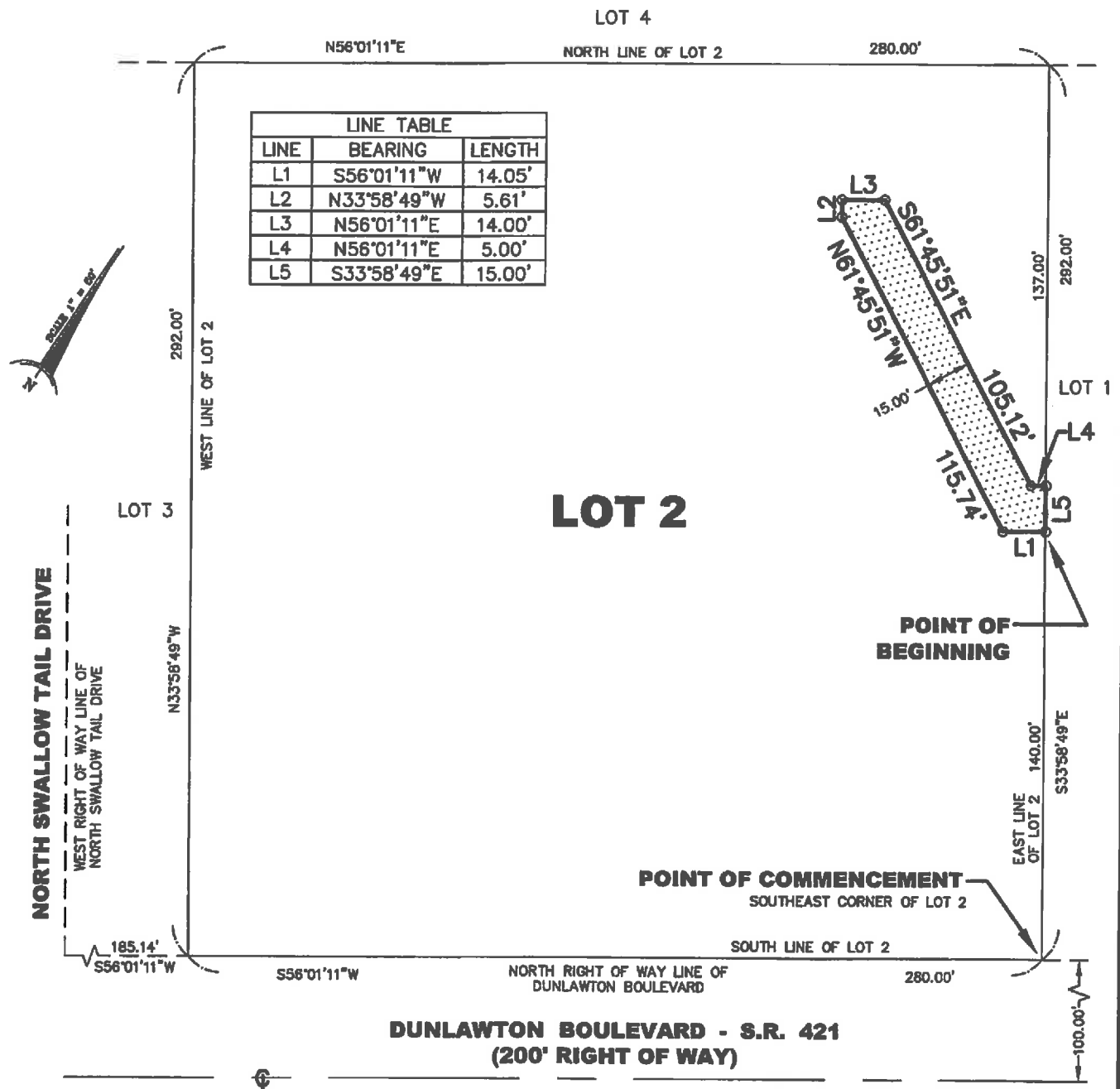
DRAWN BY: BP SCALE: 1" = 50'

WAWA DUNLAWTON VACATE 15' DRAINAGE SKETCH

SHEET 1 OF 2

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE 15' DRAINAGE EASEMENT

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 1



SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE 30' ACCESS &
DRAINAGE EASEMENT

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 2

EXHIBIT "E"

DESCRIPTION:

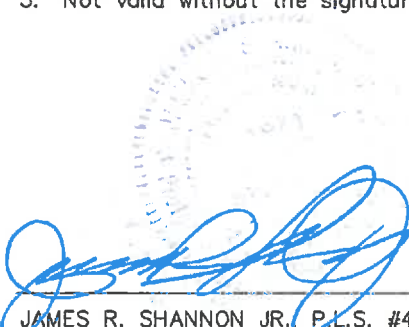
A PORTION OF THE 30 FOOT ACCESS & DRAINAGE EASEMENT AS SHOWN ON THE PLAT OF COUNTRYSIDE COMMERCIAL CENTER PHASE 1, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 39, PAGE 102, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, SAID PORTION OF EASEMENT LOCATED IN LOT 2 OF SAID PLAT, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF THE AFORESAID LOT 2, THENCE RUN N33°58'49"W ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 292.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 2; THENCE RUN N56°01'11"E ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 172.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N56°01'11"E ALONG SAID NORTH LINE, A DISTANCE OF 30.00 FEET; THENCE RUN S33°58'49"E, A DISTANCE OF 20.00 FEET; THENCE RUN S56°01'11"W, A DISTANCE OF 30.00 FEET; THENCE RUN N33°58'49"W, A DISTANCE OF 20.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 600 SQUARE FEET, MORE OR LESS.

SURVEYORS NOTES

1. Bearings based on the Northerly Right of Way Line of Dunlawton Boulevard as shown on the plat of Countryside Commercial Center Phase I, as being S56°01'11"W.
2. I hereby certify that the "Sketch of Description" of the above described property is true and correct to the best of my knowledge and belief as recently drawn under my direction and that it meets the Minimum Technical Standards for Land Surveying in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.
3. Not valid without the signature and raised seal of a Florida Licensed Surveyor and Mapper.



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ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LB # 6898

DATE OF SURVEY: 02/06/2014

DRAWN BY: BP SCALE: 1" = 50'

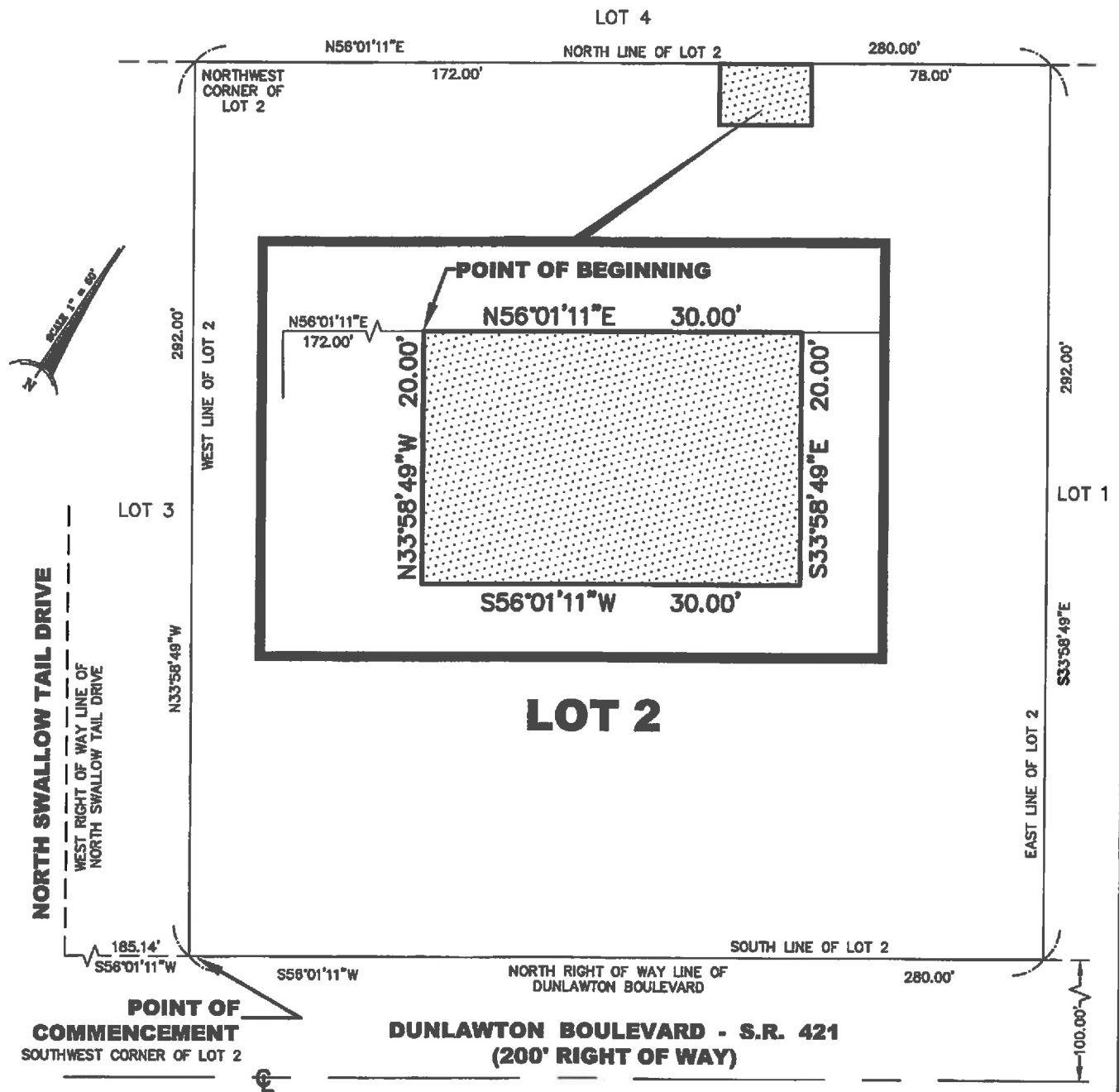
WAWA DUNLAWTON VACATE 30' A/D SKETCH

SHEET 1 OF 2

SKETCH OF DESCRIPTION

PROJECT: WAWA DUNLAWTON
PURPOSE: VACATE 30' ACCESS &
DRAINAGE EASEMENT

THIS IS NOT A BOUNDARY SURVEY
NOT VALID WITHOUT SHEET 1



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(407) 774-8372 LB # 6898

DATE OF SURVEY: 02/06/2014

DRAWN BY: BP SCALE: 1" = 50'

WAWA DUNLAWTON VACATE 30' A/D SKETCH
SHEET 2 OF 2

Document Prepared by:
Matthew Jones, Assistant City Attorney
1000 City Center Circle
Port Orange, FL 32129

RETURN RECORDED DOCUMENT TO:
Attention: Records Clerk
CITY OF PORT ORANGE
1000 City Center Circle
Port Orange, FL 32129-4144

Portion of Parcel No. **6309-06-01-0020**

Space Reserved For Recording Data

This document is accepted and recorded by the City of Port Orange without the benefit of title examination or survey; such acceptance shall not constitute a waiver of compliance with local and

UTILITIES EASEMENT

THIS INDENTURE made this 3rd day of June, 2015, by and between **DUNLAWTON INVESTORS, LLC**, a Florida Limited Liability Company, whose principal address is 630 South Maitland Avenue, Maitland, FL 32751 ("Grantor") and the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation, having its principal place of business located at 1000 City Center Circle, Port Orange FL 32129 in Volusia County, Florida ("Grantee").

WITNESSETH

That for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantor hereby grants, sells and conveys unto the Grantee, its successors and assigns, a permanent non-exclusive utility and maintenance easement (hereinafter referred to as the "Easement") over, under, through, across and along certain real property located in Volusia County, Florida, as more particularly described and graphically depicted on the attached **Exhibit A**, prepared by Thomas L. Conner, PSM, License No. 4340, and referred to hereafter as the "Easement Premises."

Grantor hereby grants to the Grantee as follows:

1. The perpetual right to enter upon the Easement Premises to construct, install, operate, maintain, repair, replace and remove underground utility systems, including but not specifically limited to: potable water, reclaimed water, sanitary sewer, fiber optic lines, fire lines, and fire hydrants along with associated conduit or pipes; and the right to transmit and convey utilities, together with the right to excavate and refill ditches and trenches for the placement of such lines or pipes within the Easement Premises.
2. The right to enter upon Grantor's adjoining property if reasonably necessary to maintain, repair and replace such utility systems.

TO HAVE AND TO HOLD the same unto said Grantee and its successors and assigns, together with the right to enter upon the Easement Premises and construct and maintain public utilities thereon.

Grantor covenants to the Grantee that Grantor holds fee simple ownership of the Easement Premises; and, further agrees that Grantor shall not place or construct any buildings or structures of any type whatsoever on the Easement Premises and the Grantee shall not be liable for their removal if they are so placed.

Grantee covenants and agrees that upon completion of any maintenance or repair required of the underground utility system, the Grantee shall restore the surface of the Easement Premises to the condition in which it existed immediately prior to such activities, using the substantially similar materials as Grantee removed (it being agreed that if the existing surface material is concrete, asphalt is not a substantially similar material, and vice versa). Grantee agrees to conduct such maintenance and repair activities in a manner so as to minimize to the extent reasonably possible any interference with the activities of Grantor upon the Easement Premises and Grantor's adjoining property.

THE DECLARATIONS, ACKNOWLEDGEMENTS, WARRANTIES AND AGREEMENTS CONTAINED HEREIN SHALL RUN WITH THE LAND DESCRIBED IN EXHIBIT "A" HERETO AND SHALL BE BINDING ON THE GRANTOR AND ON ALL PERSONS (INCLUDING CORPORATIONS, ASSOCIATIONS, TRUSTS, AND OTHER LEGAL ENTITIES) TAKING TITLE TO ALL OR ANY PART OF THE LAND, AND THEIR SUCCESSORS IN INTEREST, WHETHER OR NOT THE LAND IS PLATTED AT SUCH TIME. BY TAKING SUCH TITLE, SUCH PERSONS SHALL BE DEEMED TO HAVE CONSENTED AND AGREED TO THE PROVISIONS OF THIS DECLARATION TO THE SAME EXTENT AS IF THEY HAD EXECUTED IT AND BY TAKING SUCH TITLE, SUCH PERSONS SHALL BE ESTOPPED FROM CONTESTING, IN COURT OR OTHERWISE, THE VALIDITY, LEGALITY AND ENFORCEABILITY OF THIS DECLARATION.

It is expressly understood and agreed that the terms, covenants and conditions of this Easement shall be and constitute covenants running with and binding upon the Easement Premises and shall constitute an obligation on the Easement Premises regardless of title or ownership thereof and regardless of any future change which may take place therein.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal on the day and year first above written.

Signed, sealed and delivered
in the presence of:

GRANTOR:
DUNLAWTON INVESTORS, LLC
a Florida Limited Liability Company

Amy McCoock
Printed Name: Amy McCoock

By: [Signature]
Name: Ryan Stahl
Title: Manager

[Signature]
Printed Name: John C. Viela

Date: June 2, 2015

STATE OF FLORIDA
COUNTY OF Orange

The foregoing instrument was sworn to and acknowledged before me this 2nd day of June, 2015 by Ryan Stahl, in his representative capacity as Manager of DUNLAWTON INVESTORS, LLC, a Florida limited liability company, identified as the Grantor in the foregoing Access, Utilities and Maintenance Easement, and who: ☒ is personally known to me, or ☐ has produced _____ as identification.



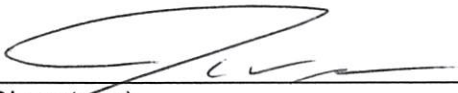
Gail L. Fredrick
Notary Public, State of Florida at Large
Gail L. Fredrick
Printed Name, Commission Number, Date of Commission, Expiration,
and Seal

JOINDER AND CONSENT BY MORTGAGEE

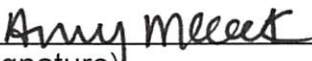
The undersigned hereby certifies that it is the holder of that certain Mortgage, Assignment of Rents, Security Agreement and Fixture Filing recorded in Official Records Book 6975, Page 101, Public Records of Volusia County, Florida (as may be modified from time to time, the "Mortgage") and that certain UCC-1 Financing Statement recorded in Official Records Book 6975, Page 126, Public Records of Volusia County, Florida (the "Financing Statement"), and that the undersigned hereby joins in and consents to the above Utilities Easement and the granting of the easement rights granted thereby, and agrees that the lien of the Mortgage and Financing Statement shall be and is hereby made subordinate to the above Utilities Easement and the easement rights granted thereby.

Signed, sealed and delivered
in the presence of:

SEACOAST NATIONAL BANK


(Signature)
John C. Vick
(Print Name)

By: 
Name: Bryan Lerdo
Title: VP


(Signature)
Amy McCook
(Print Name)

STATE OF FLORIDA

COUNTY OF Orange

THE FOREGOING INSTRUMENT was acknowledged before me this 3rd day of June, 2015, by Bryan Lerdo as Vice President of SEACOAST NATIONAL BANK, on behalf of the bank. He/she is personally known to me or produced _____ as identification.



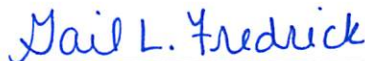

Notary Public Signature
Gail L. Fredrick
Notary Public Print Name

Exhibit A

LEGAL DESCRIPTION

UTILITY EASEMENT

AN EASEMENT LYING WITHIN LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

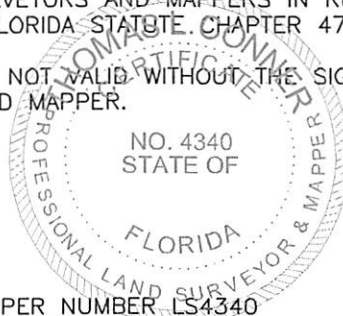
COMMENCE AT THE EASTERLYMOST CORNER OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE RUN N33°58'49"W ALONG THE EASTERLY LINE OF SAID LOT 2 A DISTANCE OF 36.72 FEET; THENCE LEAVING SAID EASTERLY LINE OF LOT 2 RUN N56°01'11"E 32.71 FEET FOR A POINT OF BEGINNING; THENCE RUN S54°17'36"W 20.00 FEET; THENCE N35°42'24"W 217.54 FEET; THENCE N83°09'54"W 3.20 FEET; THENCE S56°34'58"W 145.23 FEET; THENCE S11°32'30"W 20.81 FEET; THENCE S56°34'58"W 58.25 FEET TO THE WESTERLY LINE OF AFORESAID LOT 2; THENCE RUN N33°58'49"W ALONG SAID WESTERLY LINE OF LOT 2 A DISTANCE OF 24.73 FEET; THENCE LEAVING AFORESAID WESTERLY LINE OF LOT 2 RUN N56°34'58"E 30.87 FEET; THENCE N33°25'02"W 24.51 FEET TO THE NORTHERLY LINE OF AFORESAID LOT 2; THENCE RUN N56°01'11"E ALONG SAID NORTHERLY LINE OF LOT 2 A DISTANCE OF 20.00 FEET; THENCE LEAVING AFORESAID NORTHERLY LINE OF LOT 2 RUN S33°25'02"E 24.70 FEET; THENCE N56°34'58"E 4.05 FEET; THENCE N11°32'30"E 30.55 FEET; THENCE N56°16'43"E 40.61'; THENCE N33°42'36"W 3.52 FEET TO THE AFORESAID NORTHERLY LINE OF LOT 2; THENCE RUN N56°01'11"E ALONG SAID NORTHERLY LINE OF LOT 2 A DISTANCE OF 20.00 FEET; THENCE LEAVING AFORESAID NORTHERLY LINE OF LOT 2 RUN S33°42'36"E 3.61 FEET; THENCE N56°16'43"E 74.08 FEET; THENCE S83°09'54"E 19.08 FEET; THENCE N56°34'58"E 21.40 FEET; THENCE N27°07'34"W 16.75 FEET TO THE AFORESAID NORTHERLY LINE OF LOT 2; THENCE RUN N56°01'11"E ALONG SAID NORTHERLY LINE OF LOT 2 A DISTANCE OF 20.14 FEET; THENCE LEAVING AFORESAID NORTHERLY LINE OF LOT 2 RUN S27°07'34"E 20.41 FEET; THENCE N82°49'40"E 14.62 FEET TO THE AFOREMENTIONED EASTERLY LINE OF LOT 2; THENCE RUN S33°58'49"E ALONG SAID EASTERLY LINE OF LOT 2 A DISTANCE OF 22.41 FEET; THENCE LEAVING AFORESAID EASTERLY LINE OF LOT 2 RUN S82°49'40"W 5.90 FEET; THENCE S32°16'15"E 16.00 FEET; THENCE S57°43'45"W 32.82 FEET; THENCE S35°42'24"E 193.74 FEET TO THE POINT OF BEGINNING.

NOTES:

1. THE SKETCH AND DESCRIPTION REPRESENTED HEREON WAS PREPARED BY THOMAS L. CONNER, FLORIDA LICENSED SURVEYOR AND MAPPER LS4340, 5424 SOUTH BRACKEN COURT, WINTER PARK, FLORIDA 32792.
2. BEARINGS ARE BASED ON THE EASTERLY LINE OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS BEING S33°58'49"E ACCORDING TO THE PLAT THEREOF RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.
3. NO EXISTING EASEMENTS HAVE BEEN SHOWN.
4. THIS SKETCH AND DESCRIPTION MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN RULE 5J-17.05, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO FLORIDA STATUTE CHAPTER 472.
5. THIS SKETCH AND DESCRIPTION IS NOT VALID WITHOUT THE SIGNATURE AND EMBOSSED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

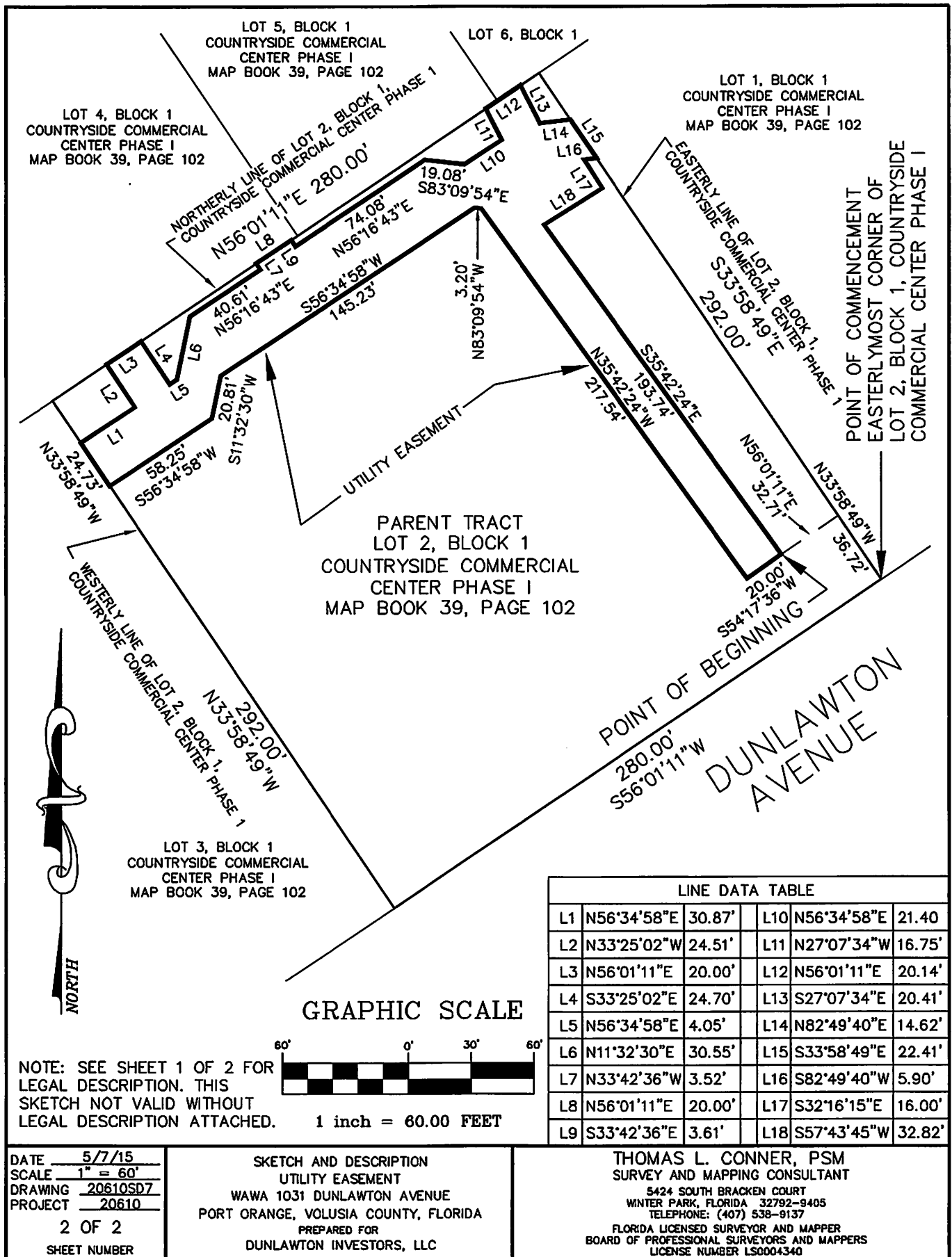
Thomas L. Conner

THOMAS L. CONNER
FLORIDA LICENSED SURVEYOR AND MAPPER NUMBER LS4340



NOTE: SEE SHEET 2 OF 2 FOR SKETCH OF DESCRIPTION. THIS DESCRIPTION IS NOT VALID WITHOUT SKETCH ATTACHED.

DATE <u>5/7/15</u> SCALE <u>NONE</u> DRAWING <u>20610SD7</u> PROJECT <u>20610</u> 1 OF 2 SHEET NUMBER	SKETCH AND DESCRIPTION UTILITY EASEMENT WAWA 1031 DUNLAWTON AVENUE PORT ORANGE, VOLUSIA COUNTY, FLORIDA PREPARED FOR DUNLAWTON INVESTORS, LLC	THOMAS L. CONNER, PSM SURVEY AND MAPPING CONSULTANT 5424 SOUTH BRACKEN COURT WINTER PARK, FLORIDA 32792-9405 TELEPHONE: (407) 538-9137 FLORIDA LICENSED SURVEYOR AND MAPPER BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS LICENSE NUMBER LS0004340
--	--	---



Document Prepared by:
Matthew J. Jones
Assistant City Attorney
1000 City Center Circle
Port Orange, FL 32129

RETURN RECORDED DOCUMENT TO:
Attention: Records Clerk
CITY OF PORT ORANGE
1000 City Center Circle
Port Orange, FL 32129-4144

This document is accepted and recorded by the City of Port Orange without the benefit of title examination or survey; such acceptance shall not constitute a waiver of compliance with local and general laws

Portion of Parcel Nos. **6309-06-01-0020**

Space Reserved For Recording Data

TREE CONSERVATION EASEMENT

THIS INDENTURE made this 3rd day of June, 2015, by and between **DUNLAWTON INVESTORS, LLC**, a Florida Limited Liability Company, whose address is: 630 South Maitland Avenue, Suite 100, Maitland, FL 32751 and the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation, located in Volusia County, Florida, whose mailing address is 1000 City Center Circle, Port Orange, FL 32129, as Grantee.

WITNESSETH

WHEREAS, Grantor is the sole owner in fee simple of certain real property in Volusia County, Florida, more particularly described as:

Lot 2, Block 1, COUNTRYSIDE COMMERCIAL CENTER PHASE 1, Plat Book 39, Page 102, Volusia County, Florida.

WHEREAS, various trees located on the Property possess environmental value of great importance to the Grantor and to the people of the City of Port Orange; and

WHEREAS, this Tree Conservation Easement is intended to comply with the applicable requirements of the Port Orange Land Development Code.

NOW THEREFORE, in consideration of the above and the mutual covenants, terms, conditions and restrictions contained herein, Grantor hereby voluntarily grants and conveys to Grantee a tree conservation easement, upon the terms and conditions contained herein, in perpetuity over the Property, more particularly described and graphically depicted in **Exhibit "A"** attached hereto as prepared by Thomas L. Conner, PSM, License No. 4340, (the "Easement Premises"), and said easement shall be of the nature and character and to the extent hereinafter set forth.

1. Purpose. The purpose of this easement is to assure that the trees located within the Easement Premises which are over thirty-six inches in diameter, measured at breast height (as defined in Article II of the City's Land Development Code) (the "Subject

Trees") be retained or replaced forever except as herein provided, in their existing natural condition and to prevent any use of the Easement Premises that will impair or interfere with the environmental value of the Property.

2. Rights of Grantee. To accomplish the purposes stated above, the following rights are conveyed to Grantee by this Easement:

(a) To prevent any activity on or use of the Easement Premises which would result in any material damage to the Subject Trees, and to require the restoration or replacement of any of the Subject Trees located within the Easement Premises which may be damaged by any inconsistent activity or use;

(b) To enter upon and inspect the Property, in a reasonable manner and at reasonable times to determine if the Grantor or its successors and assigns are complying with the covenants and prohibitions contained in this Tree Conservation Easement; and

(c) To proceed at law or in equity to enforce the provisions of this Tree Conservation Easement and the covenants set forth herein, and to prevent the occurrence of any of the prohibited activities set forth above.

3. Reserved Rights. Grantor reserves and excepts unto itself and its personal representatives, heirs, successors and assigns, all rights accruing from its ownership of the Property, including the right to engage in or permit or invite others to engage in all uses of the Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Easement. Grantor shall have the right to conduct general maintenance activities within the Easement Premises which may include, but shall not be limited to lawn mowing, placement of sod, irrigation, edging, weeding, trimming, pruning, and other activities necessary to provide a neat and manicured appearance while also providing the greatest opportunity for survival in accordance with the City's Commercial Property Maintenance Standards.

4. Grantee's Discretion. Enforcement of the terms of this Easement shall be at the discretion of the Grantee, and any forbearance by Grantee to exercise its rights under this Easement in the event of any breach of any term of this Easement by Grantor shall not be construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Easement or of any of the Grantee's rights under this Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver.

5. Acts Beyond Grantor's Control. Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Subject Trees resulting from natural causes or any other causes beyond Grantor's control, including, without limitation, fire, flood, storm and earth movement, or injury to a Subject Tree due to the actions of an unrelated third party, or from any action taken by

Grantor under emergency conditions to prevent, abate or mitigate significant injury to the Easement Premises resulting from such causes.

6. Recordation. Grantor shall record this instrument in a timely fashion in the Official Records of Volusia County, Florida, and may rerecord it any time as may be required to preserve its right in this Easement.

7. No Limitation. This Easement shall not be construed as a limitation on Grantee's enforcement authority. Grantor is estopped from asserting the invalidity of any code enforcement action based on the existence of this Easement.

8. Successors. The covenants, terms, conditions and restrictions of this Easement shall be binding upon, and insure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and assigns and shall continue as a servitude running in perpetuity with the Property.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Grantor has hereunto set its hands and seals on the day and year first above written.

Signed in the presence of:

GRANTOR:

DUNLAWTON INVESTORS, LLC
a Florida Limited Liability Company

Amy McCook
Signature

Amy McCook
Printed Name

[Signature]
Signature

John C. Vico
Printed Name

By: [Signature]
Name: Ryan Stahl
Title: Manager

STATE OF FLORIDA
COUNTY OF Orange

The foregoing TREE CONSERVATION EASEMENT was sworn to and acknowledged before me this 2nd day of June, 2015, by Ryan Stahl, as the Manager of DUNLAWTON INVESTORS, LLC, the Grantor named in the foregoing Easement, who hereby acknowledges that he/she has full power and authority to convey interests in the above-described real property as the fee simple record title holder, and who ☒ is personally known to me, or ☐ has produced _____ as identification.



Gail L. Fredrick
Signature of Notary Public, State of Florida

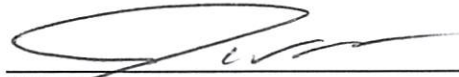
Gail L. Fredrick
Printed name, Commission, Seal, and Term Expiration:

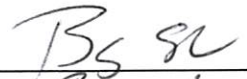
JOINDER AND CONSENT BY MORTGAGEE

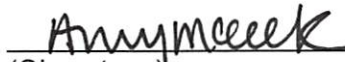
The undersigned hereby certifies that it is the holder of that certain Mortgage, Assignment of Rents, Security Agreement and Fixture Filing recorded in Official Records Book 6975, Page 101, Public Records of Volusia County, Florida (as may be modified from time to time, the "Mortgage") and that certain UCC-1 Financing Statement recorded in Official Records Book 6975, Page 126, Public Records of Volusia County, Florida (the "Financing Statement"), and that the undersigned hereby joins in and consents to the above Tree Conservation Easement and the granting of the easement rights granted thereby, and agrees that the lien of the Mortgage and Financing Statement shall be and is hereby made subordinate to the above Tree Conservation Easement and the easement rights granted thereby.

Signed, sealed and delivered
in the presence of:

SEACOAST NATIONAL BANK


(Signature)
John C. Vick
(Print Name)

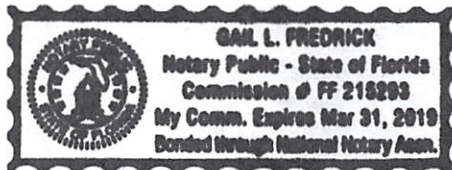
By: 
Name: Bryan Lerdo
Title: VP


(Signature)
Amy McCook
(Print Name)

STATE OF FLORIDA

COUNTY OF Orange

THE FOREGOING INSTRUMENT was acknowledged before me this 3rd day of June, 2015, by Bryan Lerdo as Vice President of SEACOAST NATIONAL BANK, on behalf of the bank. He/she is personally known to me or produced _____ as identification.




Notary Public Signature
Gail L. Fredrick
Notary Public Print Name

Exhibit A

LEGAL DESCRIPTION

TREE CONSERVATION EASEMENT "A"

AN EASEMENT LYING WITHIN LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE EASTERLYMOST CORNER OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE S56°01'11"W ALONG THE SOUTHERLY LINE OF SAID LOT 2 A DISTANCE OF 280.00 FEET TO THE SOUTHWESTERLY CORNER OF SAID LOT 2; THENCE LEAVING AFORESAID SOUTHERLY LINE OF LOT 2 RUN N33°58'49"W ALONG SAID WESTERLY LINE OF LOT 2 A DISTANCE OF 69.30 FEET FOR A POINT OF BEGINNING; THENCE CONTINUE N33°58'49"W ALONG SAID WESTERLY LINE OF LOT 2 A DISTANCE OF 137.47 FEET; THENCE LEAVING AFORESAID WESTERLY LINE OF LOT 2 RUN N56°01'11"E 11.22 FEET; THENCE S34°06'11"E 16.42 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 13.60 FEET AND A CENTRAL ANGLE OF 17°30'05"; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE 4.15 FEET TO THE POINT OF TANGENCY; THENCE S16°36'06"E 1.75 FEET; THENCE S33°57'27"E 27.61 FEET; THENCE N55°50'02"E 13.36 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 4.60 FEET AND A CENTRAL ANGLE OF 89°57'51"; THENCE RUN EASTERLY ALONG THE ARC OF SAID CURVE 7.22 FEET TO THE POINT OF TANGENCY; THENCE RUN S34°12'06"E 3.75 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE WESTERLY HAVING A RADIUS OF 4.60 FEET AND A CENTRAL ANGLE OF 90°39'29"; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE 7.28 FEET TO THE POINT OF TANGENCY; THENCE S56°27'23"W 13.40 FEET; THENCE S34°00'43"E 27.78 FEET; TO A NON-TANGENT POINT ON A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 11.12 FEET AND A CHORD BEARING AND DISTANCE OF S68°35'04"E 8.53 FEET; THENCE RUN EASTERLY ALONG THE ARC OF SAID CURVE 8.75 FEET THROUGH A CENTRAL ANGLE OF 45°05'34" TO THE POINT OF TANGENCY; THENCE S46°02'17"E 14.71 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE WESTERLY HAVING A RADIUS OF 2.00 FEET AND A CENTRAL ANGLE OF 91°55'12"; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE 3.21 FEET TO THE POINT OF TANGENCY; THENCE S45°52'55"W 4.96 FEET; THENCE S44°56'12"E 8.12 FEET; THENCE N46°01'37"E 4.57 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 2.50 FEET AND A CENTRAL ANGLE OF 88°46'57"; THENCE RUN EASTERLY ALONG THE ARC OF SAID CURVE 3.87 FEET TO THE POINT OF TANGENCY; THENCE S45°11'26"E 8.32 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE WESTERLY HAVING A RADIUS OF 4.00 FEET AND A CENTRAL ANGLE OF 93°06'26"; THENCE RUN SOUTHERLY ALONG THE ARC OF SAID CURVE 6.50 FEET TO THE POINT OF TANGENCY; THENCE S47°55'00"W 2.63 FEET; THENCE S55°57'31"W 16.08 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH

TREE CONSERVATION EASEMENT "B"

AN EASEMENT LYING WITHIN LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

THE EASEMENT AREA IS COMPRISED OF A CIRCLE, HAVING A RADIUS OF 15.50 FEET, A DELTA OF 360°00'00" AND A LENGTH (CIRCUMFERENCE) OF 97.39; THE RADIUS POINT OF WHICH IS LOCATED AS FOLLOWS: COMMENCE AT THE EASTERLYMOST CORNER OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE RUN S56°01'11"W ALONG THE SOUTHERLY LINE OF SAID LOT 2 A DISTANCE OF 165.03 FEET; THENCE LEAVING AFORESAID SOUTHERLY LINE OF LOT 2 RUN N33°58'49"W 22.90 FEET TO THE RADIUS POINT OF THE CIRCLE AS DESCRIBED.

TOGETHER WITH

(LEGAL DESCRIPTION CONTINUE ON SHEET 2 OF 4)

NOTE: SEE SHEETS 2, 3 & 4 FOR SKETCH OF DESCRIPTION. THIS DESCRIPTION IS NOT VALID WITHOUT SKETCH ATTACHED.

DATE 5/20/15
SCALE NONE
DRAWING 20610SD9
PROJECT 20610
1 OF 4
SHEET NUMBER

SKETCH AND DESCRIPTION
TREE CONSERVATION EASEMENTS
WAWA 1031 DUNLAWTON AVENUE
PORT ORANGE, VOLUSIA COUNTY, FLORIDA
PREPARED FOR
DUNLAWTON INVESTORS, LLC

THOMAS L. CONNER, PSM
SURVEY AND MAPPING CONSULTANT
5424 SOUTH BRACKEN COURT
WINTER PARK, FLORIDA 32792-9405
TELEPHONE: (407) 538-9137
FLORIDA LICENSED SURVEYOR AND MAPPER
BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS
LICENSE NUMBER LS0004340

(LEGAL DESCRIPTION CONTINUED)

TREE CONSERVATION EASEMENT "C"

AN EASEMENT LYING WITHIN LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE EASTERLYMOST CORNER OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE RUN S56°01'11"W ALONG THE SOUTHERLY LINE OF SAID LOT 2 A DISTANCE OF 53.77 FEET FOR A POINT OF BEGINNING; THENCE CONTINUE S56°01'11"W ALONG SAID SOUTHERLY LINE OF LOT 2 A DISTANCE OF 47.48 FEET; THENCE LEAVING AFORESAID SOUTHERLY LINE OF LOT 2 RUN N87°17'26"W 9.50 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHEASTERLY HAVING A RADIUS OF 21.57 FEET AND A CENTRAL ANGLE OF 187°49'34"; THENCE RUN NORTHWESTERLY AND NORTHEASTERLY ALONG THE ARC OF SAID CURVE 70.70 FEET TO THE POINT OF TANGENCY; THENCE RUN S79°27'52"E 30.20 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 19.50 FEET AND A CENTRAL ANGLE OF 55°07'56"; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE 18.76 FEET TO THE POINT OF BEGINNING.

LINE TABLE		
LINE	LENGTH	BEARING
L1	11.22'	N56°01'11"E
L2	16.42'	S34°06'11"E
L3	1.75'	S16°36'06"E
L4	27.61'	S33°57'27"E
L5	13.36'	N55°50'02"E
L6	3.75'	S34°12'06"E
L7	13.40'	S56°27'23"W
L8	27.78'	S34°00'43"E
L9	14.71'	S46°02'17"E
L10	4.96'	S45°52'55"W
L11	8.12'	S44°56'12"E
L12	4.57'	N46°01'37"E
L13	8.32'	S45°11'26"E
L14	2.63'	S47°55'00"W
L15	16.08'	S55°57'31"W
L16	9.50'	N87°17'26"W

CURVE TABLE					
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD DISTANCE
C1	4.15'	13.60'	17°30'05"	S25°21'09"E	4.14'
C2	7.22'	4.60'	89°57'51"	S79°11'02"E	6.50'
C3	7.28'	4.60'	90°39'29"	S11°07'38"W	6.54'
C4	8.75'	11.12'	45°05'34"	S68°35'04"E	8.53'
C5	3.21'	2.00'	91°55'12"	S00°04'41"E	2.88'
C6	3.87'	2.50'	88°46'57"	S89°34'54"E	3.50'
C7	6.50'	4.00'	93°06'26"	S01°21'47"W	5.81'
C8	70.70'	21.57'	187°49'34"	N06°37'21"E	43.03'
C9	18.76'	19.50'	55°07'56"	S51°53'54"E	18.05'

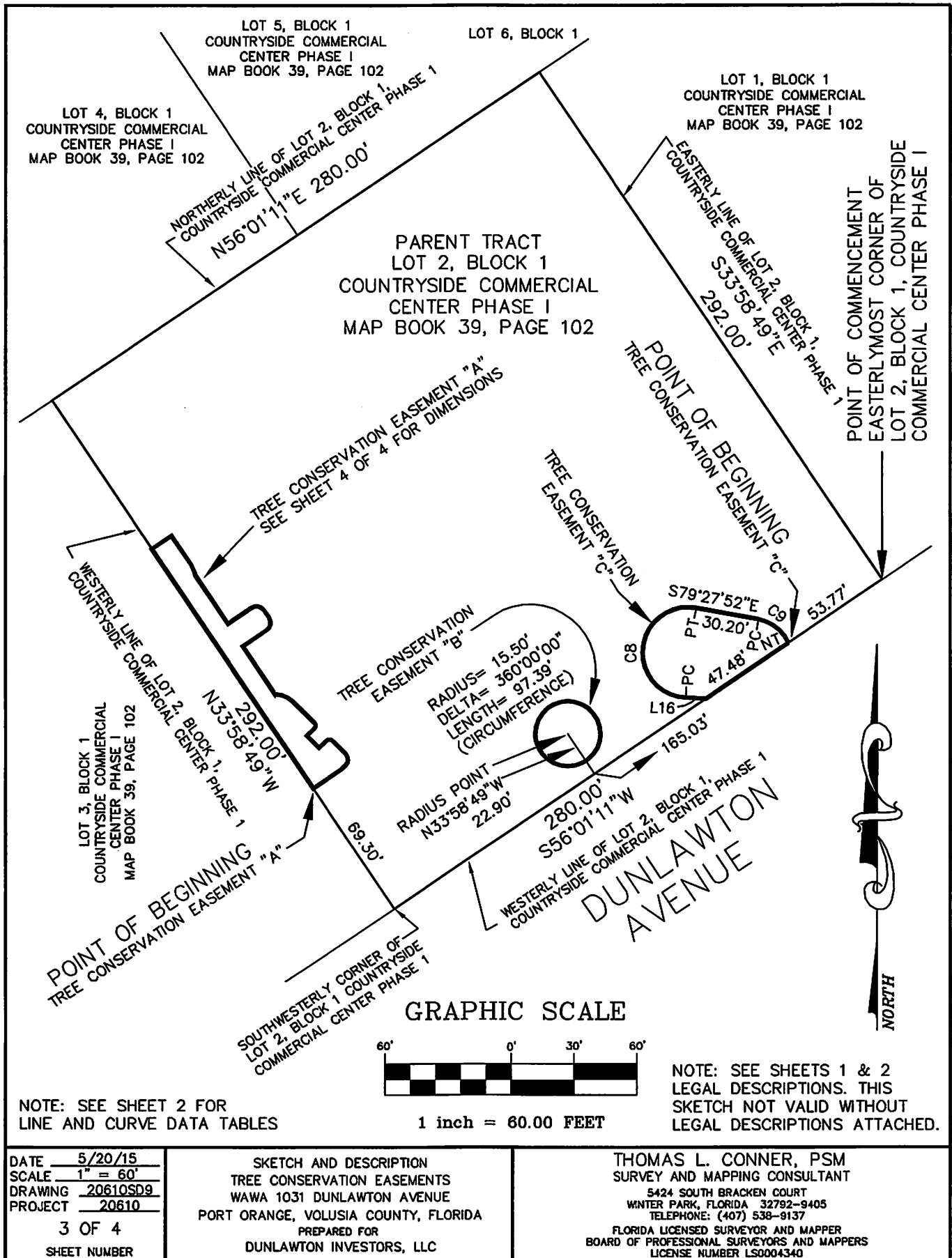
NOTE: SEE SHEETS 2, 3 & 4 FOR SKETCH OF DESCRIPTION. THIS DESCRIPTION IS NOT VALID WITHOUT SKETCH ATTACHED.

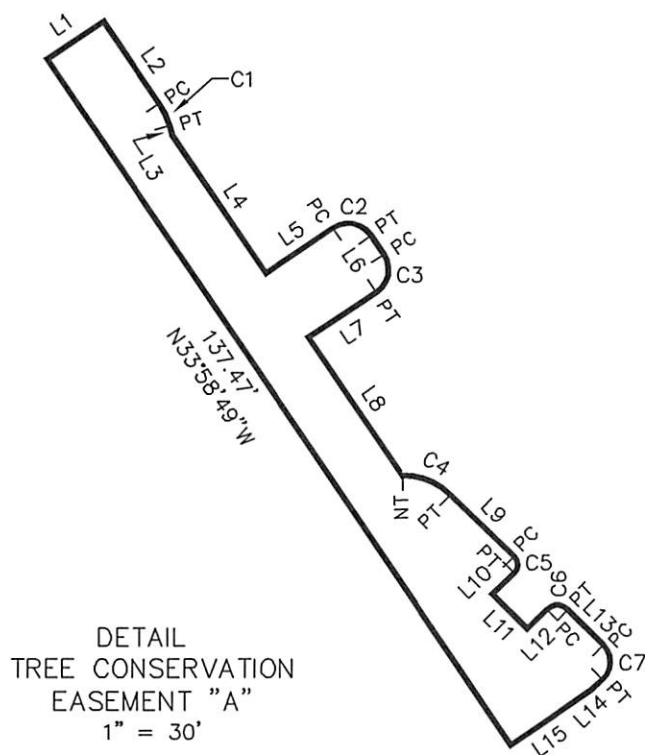
DATE 5/20/15
SCALE NONE
DRAWING 20610SD9
PROJECT 20610

2 OF 4
SHEET NUMBER

SKETCH AND DESCRIPTION
TREE CONSERVATION EASEMENTS
WAWA 1031 DUNLAWTON AVENUE
PORT ORANGE, VOLUSIA COUNTY, FLORIDA
PREPARED FOR
DUNLAWTON INVESTORS, LLC

THOMAS L. CONNER, PSM
SURVEY AND MAPPING CONSULTANT
5424 SOUTH BRACKEN COURT
WINTER PARK, FLORIDA 32792-9405
TELEPHONE: (407) 538-9137
FLORIDA LICENSED SURVEYOR AND MAPPER
BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS
LICENSE NUMBER LS0004340





DETAIL
TREE CONSERVATION
EASEMENT "A"
1" = 30'

NOTES:

1. THE SKETCH AND DESCRIPTION REPRESENTED HEREON WAS PREPARED BY THOMAS L. CONNER, FLORIDA LICENSED SURVEYOR AND MAPPER LS4340, 5424 SOUTH BRACKEN COURT, WINTER PARK, FLORIDA 32792.
2. BEARINGS ARE BASED ON THE EASTERLY LINE OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS BEING S33°58'49"E ACCORDING TO THE PLAT THEREOF RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.
3. NO EXISTING EASEMENTS HAVE BEEN SHOWN.
4. THIS SKETCH AND DESCRIPTION MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN RULE 5J-17.05, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO FLORIDA STATUTE CHAPTER 472.
5. THIS SKETCH AND DESCRIPTION IS NOT VALID WITHOUT THE SIGNATURE AND EMBOSSED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

Thomas L. Conner

THOMAS L. CONNER
FLORIDA LICENSED SURVEYOR AND MAPPER NUMBER LS4340



DATE 5/20/15
SCALE NONE
DRAWING 20610SD9
PROJECT 20610
4 OF 4
SHEET NUMBER

SKETCH AND DESCRIPTION
TREE CONSERVATION EASEMENTS
WAWA 1031 DUNLAWTON AVENUE
PORT ORANGE, VOLUSIA COUNTY, FLORIDA
PREPARED FOR
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THOMAS L. CONNER, PSM
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TELEPHONE: (407) 538-9137
FLORIDA LICENSED SURVEYOR AND MAPPER
BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS
LICENSE NUMBER LS0004340

Document Prepared by:
Matthew Jones, Assistant City Attorney
1000 City Center Circle
Port Orange, FL 32129

RETURN RECORDED DOCUMENT TO:
Attention: Records Clerk
CITY OF PORT ORANGE
1000 City Center Circle
Port Orange, FL 32129-4144

This document is accepted and recorded by the City of Port Orange without the benefit of title examination or survey; such acceptance shall not constitute a waiver of compliance with local and general laws regulating the subject property.

Portion of Parcel No. **6309-06-01-0020**

Space Reserved For Recording Data

DRAINAGE AND UTILITIES EASEMENT

THIS INDENTURE made this 3rd day of June, 2015, by and between **DUNLAWTON INVESTORS, LLC**, a Florida Limited Liability Company, whose mailing address is 630 South Maitland Avenue, Suite 100, Maitland, FL 32751 as "Grantor;" and the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation, having its principal place of business located at 1000 City Center Circle, Port Orange FL 32129 in Volusia County, Florida, as "Grantee."

WITNESSETH

That for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantor hereby grants, sells and conveys unto the Grantee, its successors and assigns, a permanent non-exclusive drainage, utility and maintenance easement (hereinafter referred to as the "Easement") over, under, through, across and along certain real property located in Volusia County, Florida, as more particularly described and graphically depicted on the attached **Exhibit "A"**, consisting of two (2) pages prepared Thomas L. Conner, PSM, FL License No. 4340, and referred to hereafter as the "Easement Premises."

Grantor hereby grants to the Grantee as follows:

1. The perpetual right to enter upon the Easement Premises to construct, install, operate, maintain, repair, replace and remove underground utility systems, including but not specifically limited to: potable water, reclaimed water, sanitary sewer, drainage, and fiber optic lines, along with associated conduit or pipes; and the right to transmit and convey utilities, together with the right to excavate and refill ditches and trenches for the placement of such lines or pipes within the Easement Premises.

2. The right to enter upon Grantor's adjoining property if reasonably necessary to maintain, repair and replace such utility systems.

TO HAVE AND TO HOLD the same unto said Grantee and its successors and assigns, together with the right to enter upon the Easement Premises and construct and maintain public utilities thereon.

Grantor covenants to the Grantee that Grantor holds fee simple ownership of the Easement Premises; and, further agrees that Grantor shall not place or construct any buildings or structures of any type whatsoever on the Easement Premises and the Grantee shall not be liable for their removal if they are so placed.

Grantee covenants and agrees that upon completion of any maintenance or repair required of the underground utility system, the Grantee shall restore the surface of the Easement Premises to the condition in which it existed immediately prior to such activities, using substantially similar materials as Grantee removed (it being agreed that if the existing surface material is concrete, asphalt is not a substantially similar material, and vice versa). Grantee agrees to conduct such maintenance and repair activities in a manner so as to minimize to the extent reasonably possible any interference with the activities of Grantor upon the Easement Premises and Grantor's adjoining property.

THE DECLARATIONS, ACKNOWLEDGEMENTS, WARRANTIES AND AGREEMENTS CONTAINED HEREIN SHALL RUN WITH THE LAND DESCRIBED IN EXHIBIT "A" HERETO AND SHALL BE BINDING ON THE GRANTOR AND ON ALL PERSONS (INCLUDING CORPORATIONS, ASSOCIATIONS, TRUSTS, AND OTHER LEGAL ENTITIES) TAKING TITLE TO ALL OR ANY PART OF THE LAND, AND THEIR SUCCESSORS IN INTEREST, WHETHER OR NOT THE LAND IS PLATTED AT SUCH TIME. BY TAKING SUCH TITLE, SUCH PERSONS SHALL BE DEEMED TO HAVE CONSENTED AND AGREED TO THE PROVISIONS OF THIS DECLARATION TO THE SAME EXTENT AS IF THEY HAD EXECUTED IT AND BY TAKING SUCH TITLE, SUCH PERSONS SHALL BE ESTOPPED FROM CONTESTING, IN COURT OR OTHERWISE, THE VALIDITY, LEGALITY AND ENFORCEABILITY OF THIS DECLARATION.

It is expressly understood and agreed that the terms, covenants and conditions of this Easement shall be and constitute covenants running with and binding upon the Easement Premises and shall constitute an obligation on the Easement Premises regardless of title or ownership thereof and regardless of any future change which may take place therein.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal on the day and year first above written.

Signed in the presence of:
Witnesses as to Grantor

GRANTOR:

DUNLAWTON INVESTORS, LLC,
a Florida Limited Liability Company

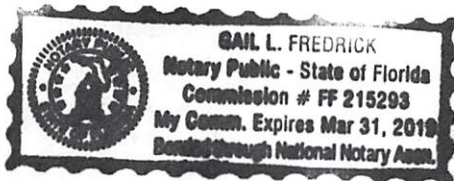
Amy McCoak
Name: Amy McCoak

By: [Signature]
Name: Ryan Stahl
Title: Manager

[Signature]
Name: John C. Vick

STATE OF FLORIDA
COUNTY OF Orange

The foregoing DRAINAGE AND UTILITIES EASEMENT instrument was sworn to and acknowledged before me this 2nd day of June, 2015 by Ryan Stahl, in his representative capacity as Manager of DUNLAWTON INVESTORS, LLC, a Florida limited liability company, the Grantor named in the foregoing Easement who hereby acknowledges that he has full power and authority to convey interests in the above-described real property as the fee simple record title holder, and who: ☒ is personally known to me, or ☐ has produced _____ as identification.



Gail L. Fredrick
Notary Public, State of Florida at Large

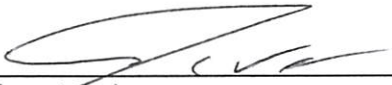
Gail L. Fredrick
Printed name of Notary, Commission, Seal and Expiration Date:

JOINDER AND CONSENT BY MORTGAGEE

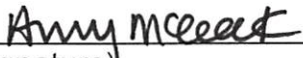
The undersigned hereby certifies that it is the holder of that certain Mortgage, Assignment of Rents, Security Agreement and Fixture Filing recorded in Official Records Book 6975, Page 101, Public Records of Volusia County, Florida (as may be modified from time to time, the "Mortgage") and that certain UCC-1 Financing Statement recorded in Official Records Book 6975, Page 126, Public Records of Volusia County, Florida (the "Financing Statement"), and that the undersigned hereby joins in and consents to the above Drainage and Utilities Easement and the granting of the easement rights granted thereby, and agrees that the lien of the Mortgage and Financing Statement shall be and is hereby made subordinate to the above Drainage and Utilities Easement and the easement rights granted thereby.

Signed, sealed and delivered
in the presence of:

SEACOAST NATIONAL BANK


(Signature)
John C. Vick
(Print Name)

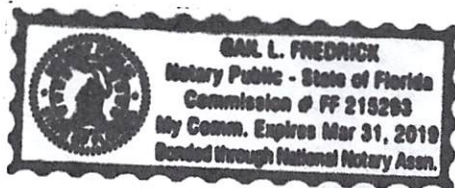
By: 
Name: Bryan Lerdo
Title: VP


(Signature)
Amy McCook
(Print Name)

STATE OF FLORIDA

COUNTY OF Orange

THE FOREGOING INSTRUMENT was acknowledged before me this 3rd day of June, 2015, by Bryan Lerdo as Vice President of SEACOAST NATIONAL BANK, on behalf of the bank. He/she is personally known to me or produced _____ as identification.



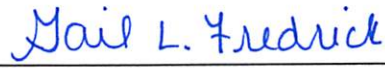

Notary Public Signature
Gail L. Fredrick
Notary Public Print Name

Exhibit A

LEGAL DESCRIPTION

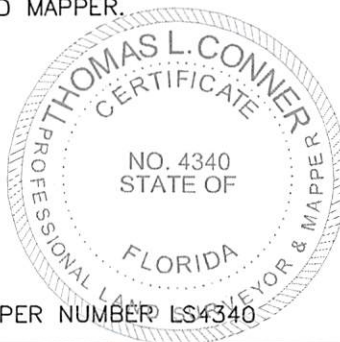
12.00' DRAINAGE AND UTILITY EASEMENT

AN EASEMENT LYING WITHIN LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

THE SOUTHERLY 12.00 FEET LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, (LYING ADJACENT TO DUNLAWTON AVENUE).

NOTES:

1. THE SKETCH AND DESCRIPTION REPRESENTED HEREON WAS PREPARED BY THOMAS L. CONNER, FLORIDA LICENSED SURVEYOR AND MAPPER LS4340, 5424 SOUTH BRACKEN COURT, WINTER PARK, FLORIDA 32792.
2. BEARINGS ARE BASED ON THE EASTERLY LINE OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS BEING S33°58'49"E ACCORDING TO THE PLAT THEREOF RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.
3. NO EXISTING EASEMENTS HAVE BEEN SHOWN.
4. THIS SKETCH AND DESCRIPTION MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN RULE 5J-17.05, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO FLORIDA STATUTE CHAPTER 472.
5. THIS SKETCH AND DESCRIPTION IS NOT VALID WITHOUT THE SIGNATURE AND EMBOSSED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.



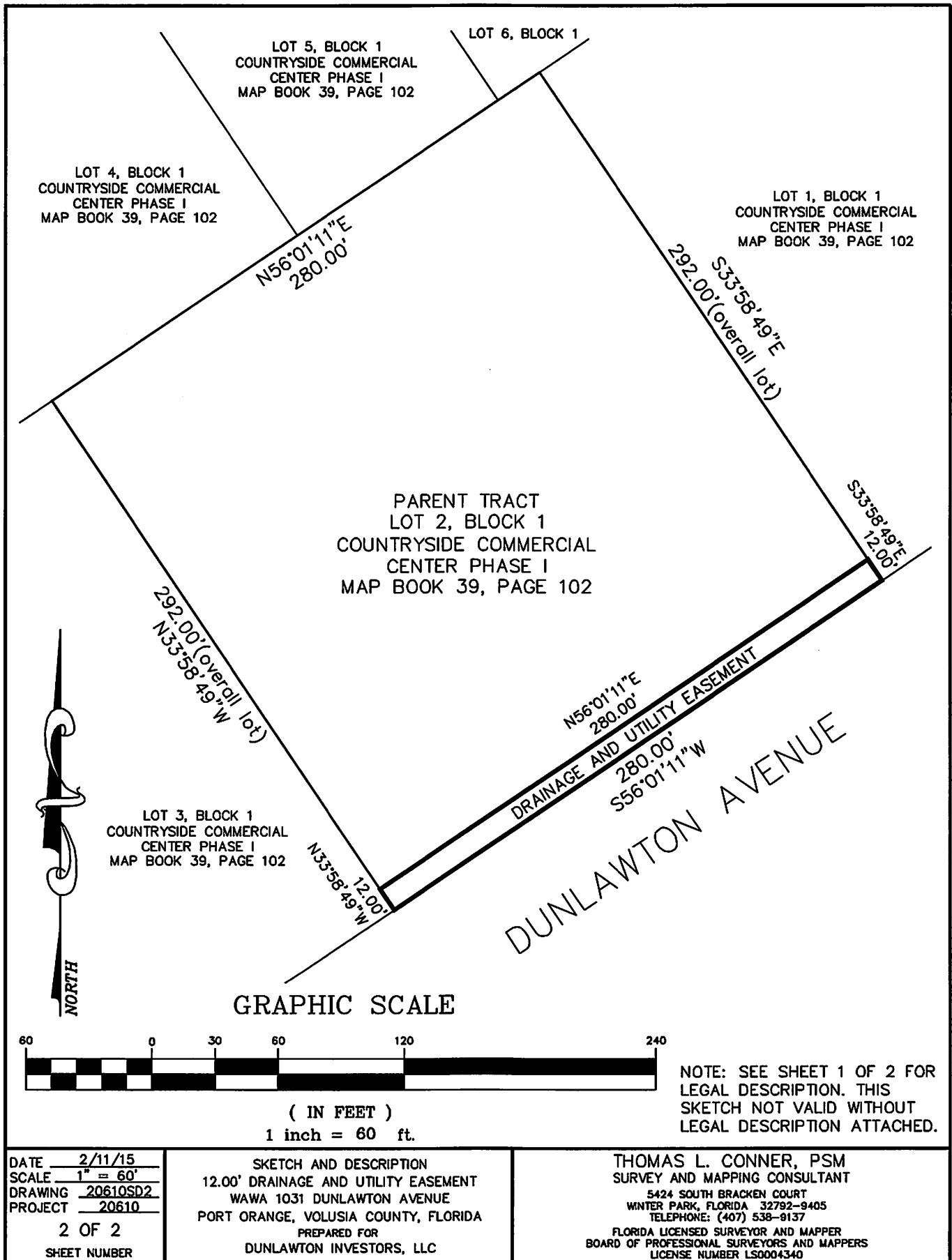
NOTE: SEE SHEET 2 OF 2 FOR SKETCH OF DESCRIPTION. THIS DESCRIPTION IS NOT VALID WITHOUT SKETCH ATTACHED.

THOMAS L. CONNER
FLORIDA LICENSED SURVEYOR AND MAPPER NUMBER LS4340

DATE 2/11/15
SCALE NONE
DRAWING 20610SD2
PROJECT 20610
1 OF 2
SHEET NUMBER

SKETCH AND DESCRIPTION
12.00' DRAINAGE AND UTILITY EASEMENT
WAWA 1031 DUNLAWTON AVENUE
PORT ORANGE, VOLUSIA COUNTY, FLORIDA
PREPARED FOR
DUNLAWTON INVESTORS, LLC

THOMAS L. CONNER, PSM
SURVEY AND MAPPING CONSULTANT
5424 SOUTH BRACKEN COURT
WINTER PARK, FLORIDA 32792-9405
TELEPHONE: (407) 538-9137
FLORIDA LICENSED SURVEYOR AND MAPPER
BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS
LICENSE NUMBER LS0004340



Document Prepared by:
Matthew Jones, Assistant City Attorney
1000 City Center Circle
Port Orange, FL 32129

RETURN RECORDED DOCUMENT TO:
Attention: Records Clerk
CITY OF PORT ORANGE
1000 City Center Circle
Port Orange, FL 32129-4144

Portion of Parcel No. 6309-06-01-0020

Space Reserved For Recording Data

This document is accepted and recorded by the City of Port Orange without the benefit of title examination or survey; such acceptance shall not constitute a waiver of compliance with local and general laws regulating the subject

STORMWATER AND DRAINAGE EASEMENT

THIS INDENTURE made this 3rd day of June, 2015, by and between **DUNLAWTON INVESTORS, LLC**, a Florida Limited Liability Company, whose mailing address is 630 South Maitland Avenue, Suite 100, Maitland, FL 32751 as "Grantor;" and the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation, having its principal place of business located at 1000 City Center Circle, Port Orange FL 32129 in Volusia County, Florida, as "Grantee."

WITNESSETH

That the Grantor, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, has granted, sold and conveyed, and by these presents does hereby grant, sell and convey unto the Grantee, its successors and assigns, a perpetual non-exclusive stormwater and drainage easement (hereinafter referred to as the "Easement") over, under, through, across and along certain real property located in Volusia County, Florida, as more particularly described and graphically depicted on the attached **Exhibit "A"**, consisting of two (2) pages, comprised of the sketch and legal descriptions prepared by Thomas L. Conner, PSM, FL License No. 4340, and referred to hereafter as the "Easement Premises."

Grantor hereby grants to the Grantee as follows:

1. The perpetual right to enter upon the Easement Premises to access, construct, install, operate, maintain, repair, replace and remove underground stormwater drainage utilities, and more specifically, a storm drainage system, including underground storm water drainage lines or pipes for the purpose of conveying stormwater through, under, over and across said property, together with the right to excavate and refill ponds, ditches, trenches and swales within the described Easement; and
2. The right to enter upon Grantor's adjoining property if reasonably necessary to maintain, repair and replace such storm drainage system.

TO HAVE AND TO HOLD the same unto said Grantee and its successors and assigns, together with the right to enter upon the Easement Premises and to construct and maintain public uses thereon.

Grantor covenants to the Grantee that Grantor holds fee simple ownership of the Easement Premises; and, further agrees that Grantor, its successors and assigns, shall not place any buildings, structures or trees on the Easement Premises and the Grantee shall not be liable for their removal if they are so placed.

Grantee covenants and agrees that upon completion of any maintenance or repair required of the underground stormwater system, the Grantee shall restore the surface of the Easement Premises to the condition in which it existed immediately prior to such activities, at Grantors' expense, using substantially similar materials as Grantee removed (it being agreed that if the existing surface material is concrete, asphalt is not a substantially similar material, and vice versa). Grantee agrees to conduct such maintenance and repair activities in a manner so as to minimize to the extent reasonably possible any interference with the activities of Grantor upon the Easement Premises and Grantor's adjoining property.

Notwithstanding the foregoing, the Grantor or its successors and assigns, shall be responsible for maintenance of the storm drainage pipe(s), and all other storm drainage system components. In the event the Grantor or its successors and assigns fail to properly maintain the stormwater drainage system, the Grantee shall notify Grantor in writing of such failure, and Grantor shall have thirty (30) days to cure such failure, provided that if such failure is not reasonably susceptible of being cured within such thirty (30) days, then so long as Grantor commences to cure such failure within thirty (30) days and diligently prosecutes such cure to completion, Grantor shall have such additional time as is reasonably necessary to cure such failure, unless the failure causes an immediate threat of property damage to one or more surrounding properties or creates a legitimate public safety concern. If Grantor fails to cure such failure within such cure period, then Grantee may take corrective measures as deemed necessary in the sole discretion of the Grantee to maintain and repair the storm drainage system; however, the Grantee shall not be obligated to either maintain or repair the improvements and the Grantee shall not be liable for either undertaking or failing to maintain or repair the improvements. All costs and expenses of the Grantee resulting from maintenance, repair and restoration of the improvements, including administrative expenses, reasonable attorney's fees and costs, and expenses incurred in establishing a lien and operating a special assessment, shall be chargeable to and assessed by the Grantee jointly and severally against all owners of record for property lying within Exhibit "A."

THE DECLARATIONS, ACKNOWLEDGEMENTS, WARRANTIES AND AGREEMENTS CONTAINED HEREIN SHALL RUN WITH THE LAND DESCRIBED IN EXHIBIT "A" HERETO AND SHALL BE BINDING ON THE GRANTOR AND ON ALL PERSONS (INCLUDING CORPORATIONS, ASSOCIATIONS, TRUSTS, AND OTHER LEGAL ENTITIES) TAKING TITLE TO ALL OR ANY PART OF THE LAND, AND THEIR SUCCESSORS IN INTEREST, WHETHER OR NOT THE LAND IS PLATTED AT SUCH TIME. BY TAKING SUCH TITLE, SUCH PERSONS SHALL BE DEEMED TO HAVE CONSENTED AND AGREED TO THE PROVISIONS OF THIS DECLARATION TO THE SAME EXTENT AS IF THEY HAD EXECUTED IT AND BY TAKING SUCH TITLE, SUCH PERSONS SHALL BE ESTOPPED FROM CONTESTING, IN COURT OR OTHERWISE, THE VALIDITY, LEGALITY AND ENFORCEABILITY OF THIS DECLARATION.

It is expressly understood and agreed that the terms, covenants and conditions of this Easement shall be and constitute covenants running with and binding upon the Easement Premises and shall constitute an obligation on the Easement Premises regardless of title or ownership thereof and regardless of any future change which may take place therein.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal on the day and year first above written.

Signed in the presence of:
Witnesses as to Grantor

GRANTOR:
Dunlawton Investors, LLC
a Florida Limited Liability Company

Amy McCook
Name: Amy McCook

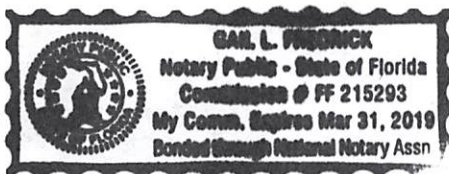
By: [Signature]
Name: Ryan Stahl
Title: Manager

[Signature]
Name: John C. Vick

Date: June 2, 2015

STATE OF FLORIDA
COUNTY OF Orange

The foregoing STORMWATER AND DRAINAGE EASEMENT instrument was sworn to and acknowledged before me this 2nd day of June, 2015, by Ryan Stahl, in his representative capacity as Manager of DUNLAWTON INVESTORS, LLC, a Florida Limited Liability Company, the Grantor named in the foregoing Easement who hereby acknowledges that he has full power and authority to convey interests in the above-described real property as the fee simple record title holder, and who: ☒ is personally known to me, or ☐ has produced _____ as identification.



Gail L. Fredrick
Notary Public, State of Florida at Large
Printed name of Notary, Commission, Seal and Expiration Date:

JOINDER AND CONSENT BY MORTGAGEE

The undersigned hereby certifies that it is the holder of that certain Mortgage, Assignment of Rents, Security Agreement and Fixture Filing recorded in Official Records Book 6975, Page 101, Public Records of Volusia County, Florida (as may be modified from time to time, the "Mortgage") and that certain UCC-1 Financing Statement recorded in Official Records Book 6975, Page 126, Public Records of Volusia County, Florida (the "Financing Statement"), and that the undersigned hereby joins in and consents to the above Stormwater and Drainage Easement and the granting of the easement rights granted thereby, and agrees that the lien of the Mortgage and Financing Statement shall be and is hereby made subordinate to the above Stormwater and Drainage Easement and the easement rights granted thereby.

Signed, sealed and delivered
in the presence of:


(Signature)
John C Vird
(Print Name)

Amy McCoak
(Signature)
Amy McCoak
(Print Name)

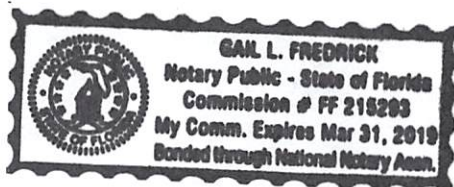
SEACOAST NATIONAL BANK

By: Bryan Lerdo
Name: Bryan Lerdo
Title: VP

STATE OF FLORIDA

COUNTY OF Orange

THE FOREGOING INSTRUMENT was acknowledged before me this 3rd day of June, 2015, by Bryan Lerdo as Vice President of SEACOAST NATIONAL BANK, on behalf of the bank. He/she is personally known to me or produced _____ as identification.



Gail L. Fredrick
Notary Public Signature
Gail L. Fredrick
Notary Public Print Name

Exhibit A

LEGAL DESCRIPTION

DRAINAGE EASEMENT

AN EASEMENT LYING WITHIN LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

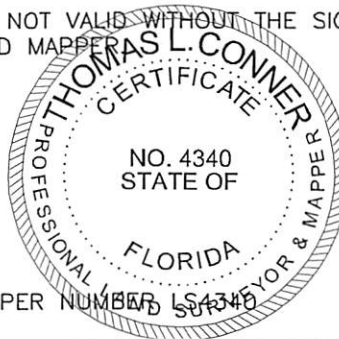
COMMENCE AT THE EASTERLYMOST CORNER OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA; THENCE RUN N33°58'49"W ALONG THE EASTERLY LINE OF SAID LOT 2 A DISTANCE OF 53.84 FEET; THENCE LEAVING SAID EASTERLY LINE OF LOT 2 RUN S56°01'11"W 49.95 FEET FOR A POINT OF BEGINNING; THENCE RUN S55°54'54"W 20.00 FEET; THENCE N34°05'06"W 84.36 FEET; THENCE S56°03'18"W 178.51 FEET; THENCE N34°08'52"W 34.28 FEET; THENCE S37°13'13"W 33.05 FEET TO THE WESTERLY LINE OF AFORESAID LOT 2; THENCE RUN N33°58'49"W ALONG SAID WESTERLY LINE OF LOT 2 A DISTANCE OF 21.13 FEET; THENCE LEAVING AFORESAID WESTERLY LINE OF LOT 2 RUN N37°13'13"E 33.88 FEET; THENCE N27°06'28"W 77.08 FEET; THENCE N36°26'48"W 20.36 FEET; THENCE N54°54'49"E 61.54 FEET TO THE NORTHERLY LINE OF AFORESAID LOT 2; THENCE RUN N56°01'11"E ALONG SAID NORTHERLY LINE OF LOT 2 A DISTANCE OF 91.45 FEET; THENCE LEAVING AFORESAID NORTHERLY LINE OF LOT 2 RUN S75°13'43"E 37.77 FEET; THENCE S64°25'46"E 121.76 FEET TO THE AFOREMENTIONED EASTERLY LINE OF LOT 2; THENCE RUN S33°58'49"E ALONG SAID EASTERLY LINE OF LOT 2 A DISTANCE OF 26.10 FEET; THENCE LEAVING AFORESAID EASTERLY LINE OF LOT 2 RUN N89°01'08"W 16.28 FEET; THENCE N64°25'46"W 127.57 FEET; THENCE N75°13'43"W 39.98 FEET; THENCE S27°41'13"W 18.52 FEET; THENCE S54°54'49"W 97.84 FEET; THENCE S27°06'26"E 85.92 FEET; THENCE S34°08'52"E 27.66 FEET; THENCE N56°03'18"E 178.53 FEET; THENCE S34°05'06"E 104.31 FEET TO THE POINT OF BEGINNING.

NOTES:

1. THE SKETCH AND DESCRIPTION REPRESENTED HEREON WAS PREPARED BY THOMAS L. CONNER, FLORIDA LICENSED SURVEYOR AND MAPPER LS4340, 5424 SOUTH BRACKEN COURT, WINTER PARK, FLORIDA 32792.
2. BEARINGS ARE BASED ON THE EASTERLY LINE OF LOT 2, BLOCK 1, COUNTRYSIDE COMMERCIAL CENTER PHASE I, AS BEING S33°58'49"E ACCORDING TO THE PLAT THEREOF RECORDED IN MAP BOOK 39, PAGE 102, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.
3. NO EXISTING EASEMENTS HAVE BEEN SHOWN.
4. THIS SKETCH AND DESCRIPTION MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN RULE 5J-17.05, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO FLORIDA STATUTE CHAPTER 472.
5. THIS SKETCH AND DESCRIPTION IS NOT VALID WITHOUT THE SIGNATURE AND EMBOSSED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.



THOMAS L. CONNER
FLORIDA LICENSED SURVEYOR AND MAPPER NUMBER LS4340

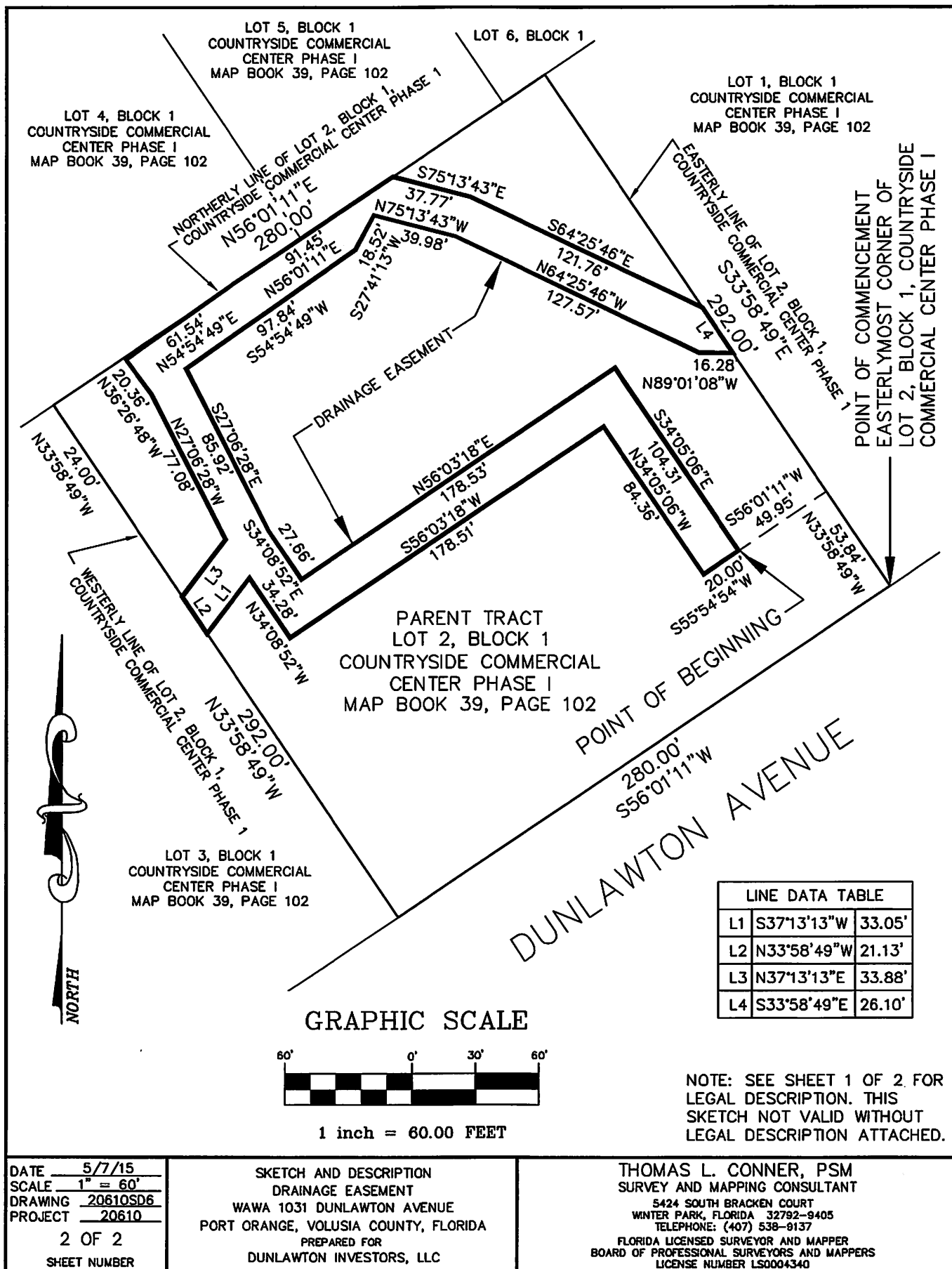


NOTE: SEE SHEET 2 OF 2 FOR
SKETCH OF DESCRIPTION. THIS
DESCRIPTION IS NOT VALID
WITHOUT SKETCH ATTACHED.

DATE 5/7/15
SCALE NONE
DRAWING 20610SD6
PROJECT 20610
1 OF 2
SHEET NUMBER

SKETCH AND DESCRIPTION
DRAINAGE EASEMENT
WAWA 1031 DUNLAWTON AVENUE
PORT ORANGE, VOLUSIA COUNTY, FLORIDA
PREPARED FOR
DUNLAWTON INVESTORS, LLC

THOMAS L. CONNER, PSM
SURVEY AND MAPPING CONSULTANT
5424 SOUTH BRACKEN COURT
WINTER PARK, FLORIDA 32792-9405
TELEPHONE: (407) 538-9137
FLORIDA LICENSED SURVEYOR AND MAPPER
BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS
LICENSE NUMBER LS0004340





CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Resolution No. 15-51 - Ratifying and Accepting \$74,659 for Victims of Crime Act (VOCA) Grant

DEPARTMENT: Police Services

RECOMMENDED MOTION: Move to approve Resolution No. 15-51 ratifying and accepting grant funds from the State of Florida in the amount of \$74,659.00 for the Victims of Crime Act (VOCA) Grant program.

SUMMARY: Earlier this year, the Police Department applied for funding under the Victims of Crime Act (VOCA) Grant program. The department has been awarded \$74,659.00 for the 2015/2016 funding cycle to assist victims of crime. This is a \$14,873.00 increase from the previous year. The grant program requires a City match of \$18,665.00. Matching funds are already included in the Police Department budget salary line item, and are contingent upon approval of the FY16 budget.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Reso. No. 15-51	Reso. No. 15-51 VOCA.pdf
----	-----------------	--------------------------

Grabowski, Debbie	Created/Initiated - 08/06/2015
Monahan, Gerald	Approved - 08/06/2015
Donahue, Kent	Approved - 08/19/2015
Riehm, Tracey	Approved - 08/24/2015
Roberts, Margaret	Approved - 09/02/2015
Harden, David	Approved - 09/02/2015
Johansson, M. Jake	Final Approval - 09/03/2015

RESOLUTION NO. 15-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA; RATIFYING THE APPLICATION FOR AND AUTHORIZING THE MAYOR AND CITY CLERK TO APPROVE THE ACCEPTANCE OF GRANT FUNDS FROM THE STATE OF FLORIDA IN THE AMOUNT OF \$74,659.00 FOR THE VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE ANY AGREEMENTS OR CONTRACTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Port Orange Police Department has been awarded \$74,659.00 from the State of Florida to assist victims of crime; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The Mayor and City Clerk of the City of Port Orange hereby ratify the application for and authorize acceptance of the grant funds from the State of Florida award of the Victims of Crime Act grant in the amount of \$74,659.00.

Section 2. The Mayor and City Clerk are hereby authorized to execute all documents between the City of Port Orange and the State of Florida necessary to implement this Resolution.

Section 3. The City shall provide matching funds of \$18,665.00 for this grant program.

Section 4. This resolution shall become effective immediately upon adoption.

MAYOR ALLEN GREEN

ATTEST:

Robin L. Fenwick, CMC, City Clerk

Adopted on the day of

Reviewed and Approved: _____
City Attorney



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Stormwater Maintenance Progress

DEPARTMENT: Public Works

RECOMMENDED MOTION: Accept the stormwater maintenance program update report.

SUMMARY: In February 2015, the City Council requested regular updates on stormwater drainage maintenance efforts. The attached PowerPoint slides provide an update on the progress of the stormwater infrastructure maintenance program.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Stormwater Maintenance Progress	Stormwater Maintenance Progress 9-9-15.pptx
----	---------------------------------	---

Silvey, Mike
Adumuah, Branford
Rosen, Alan
Johansson, M. Jake

Created/Initiated - 08/18/2015
Approved - 08/26/2015
Approved - 08/27/2015
Final Approval - 09/01/2015

Stormwater Drainage Maintenance Report

August 14, 2015 – August 28, 2015

**Branford N. Adumuah
Director of Public Works**



Swale, Ditch, and Canal Improvements

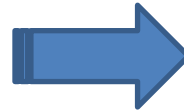
Crews made improvements to approximately 2,103 linear feet of moderately brushed ditches and canals mainly along Sanders Road and in the Deep Forest Subdivision.

The Menzi Muck equipment used to clear ditches and canals returned to operation on August 13, 2015, after being down for repairs. An accumulated 45,520 linear feet of swales, ditches, and canals have been improved since October 24, 2014.



Canal Improvements

Horizon Canal (East of I-95 and Harms Way)



Before

After

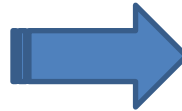


Retention Pond Improvements

Retention Pond Sweetwater Hills Subdivision



Before



After



Swale, Ditch, and Canal Improvements

Location	Section	From	To	Days	Feet	Hours	Comments
Sanders Road, Deep Forest Subdivision (west of Nova Road), and Horizon Canal.	5	8/14/15	8/28/15	7	2,103	28	Menzi Muck equipment returned into operation on August 13, 2015.
Renner Road and Gladys Street.	8	7/14/15	7/28/15	2	550	10	Menzi Muck equipment down for repairs since July 17, 2015. Special foreign part ordered and anticipated to arrive and to be installed by August 15, 2015. Manual clearing efforts.
Gladys Street, Dalford Road, Renner Road, Charles Street (from 1 st Street to 3 rd Street), and the Daughtery Canal in the Freemanville area.	4, 5, & 8	7/2/15	7/14/15	11	5,352	47	Lowly brushed. No major obstructions. Menzi Muck equipment used.
Cambridge Canal between Cambridge Drive and Westminster Drive and ditch along Spruce Creek Road near Sunlake Estates and River Oaks.	4	6/18/15	7/2/15	14	2,389	23	Heavily brushed. Menzi Muck equipment used.
Cambridge Canal in Foxboro Subdivision, Cambridge Drive, and Westminster Drive to Spruce Creek Road	4	6/4/15	6/18/15	8	2,748	32	Moderately brushed parts of the canal. Menzi Muck equipment used. Limited manual clearing.
Cambridge Canal (Foxboro Subdivision) and Madeline Avenue	4	5/21/15	6/4/15	6	1,850	31	Heavily brushed canal. Menzi Muck equipment used. Some manual clearing efforts.
Madeline Ave. From Jackson St. to Sauls St. (North Side of Madeline)	2	5/7/15	5/21/15	3	335	12	Menzi Muck equipment down for repairs. Lots of hand clearing work. Many utility obstructions.



This table will be updated bi-weekly to show accumulated progress.

Swale, Ditch, and Canal Improvements Continued

Location	Section	From	To	Days	Feet	Hours	Comments
Madeline Ave. From Jackson St. to Sauls St.	2	4/29/15	5/7/15	7	3,015	39	
Madeline Ave Ditch			4/17/15		2,864		
West Ridge Ditch			4/9/15		2,230		
Ocean Ave & Halifax Dr			4/3/15		271		
Horizon Canal (I19 to B19)			3/20/15		5,640		
Riverside (US1 to Outfall			2/6/15		757		
Ocean Ave to Alexander			1/9/15		505		
Alexander from RR to US1			1/9/15		1,502		
Jackson to Samms Ave			1/9/15		1,306		
Oak St - Jackson to Dunlawton			1/9/15		1,639		
Jackson St to Oak St			1/9/15		1,007		
3 rd St to 2 nd St			1/9/15		588		
5 th St to 2 nd St			12/16/14		473		
Deep Forest Ditch			12/12/14		1,675		
Spruce Creek Rd			12/4/14		1,655		
Charles & 5 th St			11/21/14		596		
Cambridge Canal			11/21/14		2,427		
Cambridge Canal			11/14/14		986		
Cambridge Canal			11/7/14		6,664		
Foxboro to Control Structure			10/31/14		640		
Cambridge Canal			10/31/14		3,733		
2 nd St Canal			10/24/14		1,025		
Total Feet Cleared					45,520		



This table will be updated bi-weekly to show accumulated progress.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Approval of Settlement - Jackie Robinson vs. Volusia County School Board, other individuals and the City of Port Orange

DEPARTMENT: City Attorney

RECOMMENDED MOTION: Move to approve the settlement of the Case No. 2013-32279 CICI in the amount of \$3,500.00 contingent upon the city's receipt of a general release from Jackie Robinson.

SUMMARY: On March 23, 2012, Ms. Robinson was involved in an incident at the Coraci Sports Complex located at 5200 Coraci Boulevard when she was struck and hit by a softball. Ms. Robinson sustained injuries and filed a claim against the Volusia County School Board, other individuals, and the City, Case No.: 2013-32279 CICI.

The parties reached a settlement at the mediation held on August 24, 2015. The city's insurance carrier will be responsible for the payment on behalf of the city for the settlement in the amount of \$3,500.00. The settlement is contingent upon a complete release of the City by Ms. Robinson.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

London, Tracy	Created/Initiated - 08/25/2015
Roberts, Margaret	Approved - 08/31/2015
Riehm, Tracey	Approved - 08/31/2015
Johansson, M. Jake	Final Approval - 09/01/2015



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Approval of Settlement - Patricia Settle vs. Pamla H. Arnold and City of Port Orange

DEPARTMENT: City Attorney

RECOMMENDED MOTION: Move to approve the settlement in the amount of \$1,200.00 in the case of Patricia Settle v. Pamla H. Arnold and City of Port Orange, contingent upon the city's receipt of a general release from Patricia Settle.

SUMMARY: On December 8, 2013, Ms. Settle was involved in an accident in front of Fire Station 71 on Ridgewood Avenue when the vehicle in which she was a passenger rear-ended a vehicle stopped in the roadway yielding to a fire truck with its emergency equipment activated. Ms. Settle sustained injuries and filed a claim against the City and the driver of the other vehicle (2014-31514 CICI).

The parties have reached a settlement at the mediation held on August 12, 2015 (see attached). The city's insurance carrier will make payment on behalf of the city. The settlement requires a complete release of the City by Ms. Settle.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Settlement - Patricia Settle	Settle Settlement.pdf
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Jones, Matthew	Created/Initiated - 08/14/2015
Roberts, Margaret	Approved - 08/31/2015
Riehm, Tracey	Approved - 08/31/2015
Harden, David	Approved - 09/01/2015
Johansson, M. Jake	Final Approval - 09/03/2015

IN THE CIRCUIT COURT, SEVENTH
JUDICIAL CIRCUIT, IN AND FOR
VOLUSIA COUNTY, FLORIDA

CASE NO.: 2014-31514-CICI
DIVISION: 31

PATRICIA SETTLE,

Plaintiff,

vs.

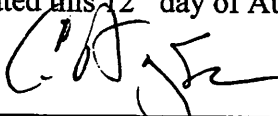
PAMLA H. ARNOLD and CITY OF
PORT ORANGE, a Florida Municipal
Corporation,

Defendants.

MEDIATION DISPOSITION REPORT

- I. A mediation conference was conducted on the 12th day of August 2015.
- II. The conference resulted in the following:
- ☒ The parties reached an agreement. Counsel shall submit a stipulation for dismissal or other final disposition documentation.
 - ☐ The case is set for trial on 12/14/2015
 - ☐ The parties did not reach an agreement and an impasse was declared.
- III. ☐ The proceedings have been adjourned and the mediation shall be resumed on _____.

Dated this 12th day of August 2015.



C. Anthony Schoder, Jr., Mediator
Certification No.: 6850R

cc: Counsel

MEDIATION SETTLEMENT AGREEMENT

- I. A mediation conference was conducted on the 12th day of August 2015.
- II. The case was completely settled. Counsel shall submit a stipulation for dismissal or other final disposition documents to the court.
- III. **That settlement of the case was upon the following agreement by and between the parties:**

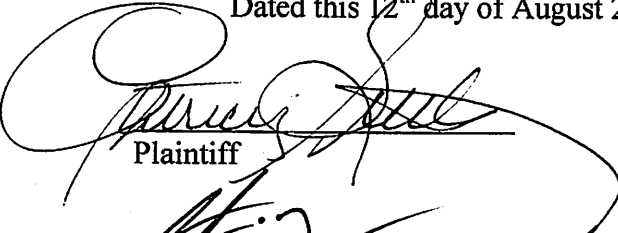
Plaintiff(s), **PATRICIA SETTLE**, settle all claims or potential claims against the Defendant(s), **PAMLA H. ARNOLD, CITY OF PORT ORANGE** and Florida Municipal Insurance Trust (insurance company) arising out of the incident or contentions alleged in this claim.

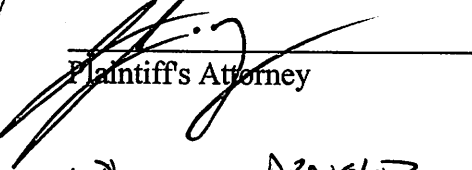
Defendants shall pay to Plaintiff the sum of \$ 1200.00 ⁵ ~~1300.00~~ in settlement and resolution of such claims.

Plaintiff shall execute (1) complete releases including "hold harmless," all liens, ~~and~~ ~~confidentiality~~.

IV. Mediation costs to be paid by: 1/3 EACH

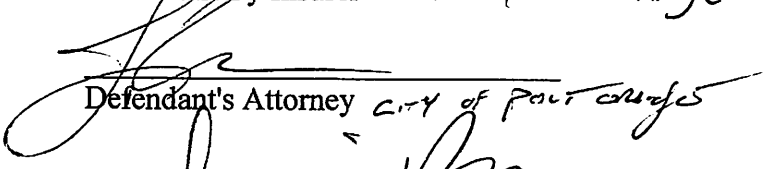
Dated this 12th day of August 2015.

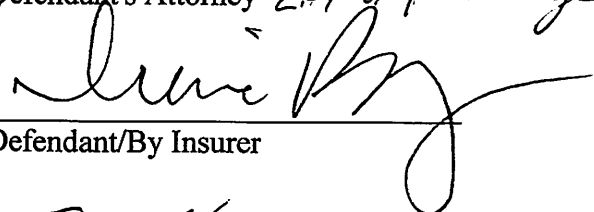

Plaintiff

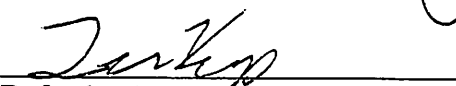

Plaintiff's Attorney

* 1200 - ARNOLD
1200 - CITY OF PORT ORANGE
~~1200 - FLORIDA MUNICIPAL INSURANCE TRUST~~
~~0.00~~


Defendant/By Insurer CITY OF PORT ORANGE


Defendant's Attorney CITY OF PORT ORANGE


Defendant/By Insurer


Defendant's Attorney

Plaintiff Attorney Tax ID No.: 27-342683

Check Payable To: Vasilacos/Wagner and Patricia Settle

Created/Initiated - 08/18/2015
Approved - 08/26/2015
Approved - 08/27/2015
Approved - 08/28/2015
Approved - 08/31/2015
Final Approval - 09/01/2015

AMENDMENT NO. 1 AND EXTENSION AGREEMENT

THIS AMENDMENT NO. 1 AND EXTENSION AGREEMENT ("Agreement") is made and entered into the day and year set forth hereinafter by and between the **CITY OF PORT ORANGE, FLORIDA**, a Florida municipal corporation located at 1000 City Center Circle, Port Orange, Volusia County, Florida 32129-4144 (the "City"), and **FLAIR SERVICE, INC. d/b/a FLAIR AIR CONDITIONING** a Florida corporation whose principal address is 935 Alexander Drive, Port Orange, Florida 32129 (the "Contractor"). (The City and the Contractor are hereinafter collectively referred to as the "Parties.")

WHEREAS, Flair Air Conditioning entered into County Contract No. 870 3657A-1 with Volusia County, pursuant to Bid No. 11-B-09KW (the "Volusia Agreement"); and

WHEREAS, on the 11th day of November, 2014, the Parties entered into a Piggyback Agreement (the "Contract") for the purchase of HVAC, ice machine service, fabrication of sheet metal and other related services to the City of Port Orange commencing on November 11, 2014 and continuing until September 30, 2015; and

WHEREAS, the Contract provides for an optional one-year renewal period upon written agreement of the Parties and appropriation by City Council; and

WHEREAS, the Parties desire to renew the Contract for a period commencing on October 1, 2015 and continuing until September 30, 2016; and

WHEREAS, the Port Orange City Council has determined that the execution of this Contract is beneficial to the citizens of the City of Port Orange.

NOW, THEREFORE, the Parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. **Term.** The term of the Contract is hereby extended. Notwithstanding the date of execution, this Agreement shall be effective commencing October 1, 2015 and continuing until September 30, 2016.

2. **City Obligations.** In return for the services identified above, the City agrees to compensate Contractor in amount up to but not to exceed One Hundred Eighteen Thousand and 00/100 Dollars (\$118,000.00) for the 2016 fiscal year, subject to approval by the City Council for the then-current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

4. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have signed, sealed, and delivered this Agreement on the day and year stated hereinafter.

Witnesses:

FLAIR SERVICE, INC. d/b/a FLAIR AIR CONDITIONING

Printed Name: _____

By: _____
Thomas P. McGuire, Jr., President

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Thomas P. McGuire, as President of Flair Services, Inc. d/b/a Flair Air Conditioning, a Florida corporation, and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of Florida
Printed, typed or stamped name, commission
and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Authorization to Extend and Encumber \$25,600.00 for FY16 with D.G. Meyer Inc. for HVAC, Refrigeration and Ice Machine Services

DEPARTMENT: Public Works

RECOMMENDED MOTION: Move to approve the Amendment No. 1 and Extension Agreement with D.G. Meyer Inc. and encumbrance of \$25,600.00 for FY 16 for HVAC, Refrigeration and Ice Machine Services.

SUMMARY: The City of Port Orange is currently under contract with D.G. Meyer Inc. via piggyback on Volusia County's contract #11-B-09KW. The City's piggyback agreement with D.G. Meyer expires September 30, 2015 and can be extended for an additional one year provided the County's contract is current and all parties are in agreement. A copy of the Amendment No. 1 and Extension Agreement is attached.

D.G. Meyer provides services for the Department of Public Works and the Parks & Recreation Department. Total budgeted expenditure for FY 16 is \$25,600.00 and approval to encumber this amount is requested subject to approval of the FY 2016 operating budgets.

Project No.: Funding Account No.: 50642005394616
00144005724616

ATTACHMENTS:

1.	Amendment No. 1 and Extension Agreement	DG Meyer Inc Amendment No 1 and Extension Agreement.pdf
2.	DG Meyer will Extend Pricing to City	DG Meyer Will Extend Pricing to City.pdf
3.	City Piggyback last year's DG Meyer	DG Meyer SIGNED contract thru Sept 30 2015.pdf
4.	Volusia County Master Agreement DG Meyer	MASTER AGREEMENT Vol County DG Meyer thru 1 31 16.pdf

Cockcroft, Kynah
Adumuah, Branford
Lovallo, Susan
Riehm, Tracey

Created/Initiated - 08/18/2015
Approved - 08/26/2015
Approved - 08/27/2015
Approved - 09/03/2015

Harden, David
Johansson, M. Jake

Approved - 09/03/2015
Final Approval - 09/03/2015

AMENDMENT NO. 1 AND EXTENSION AGREEMENT

THIS AMENDMENT NO. 1 AND EXTENSION OF AGREEMENT ("Agreement") is made and entered into the day and year set forth hereinafter by and between the **CITY OF PORT ORANGE, FLORIDA**, a Florida municipal corporation located at 1000 City Center Circle, Port Orange, Volusia County, Florida 32129-4144 (the "City"), and **D.G. MEYER, INC.**, a Florida corporation whose principal address is 345 Madison Avenue, Daytona Beach, Florida 32114 (the "Contractor"). (The City and the Contractor are hereinafter collectively referred to as the "Parties.")

WHEREAS, D.G. Meyer entered into County Contract No. 870 3657A-1 with Volusia County, pursuant to Bid No. 11-B-09KW (the "Volusia Agreement"); and

WHEREAS, on the 11th day of December, 2014, the Parties entered into a Piggyback Agreement (the "Contract") for the purchase of HVAC, ice machine service, fabrication of sheet metal and other related services to the City of Port Orange commencing on November 11, 2014 and continuing until September 30, 2015; and

WHEREAS, the Contract provides for an optional one-year renewal period upon written agreement of the Parties and appropriation by City Council; and

WHEREAS, the Parties desire to renew the Contract for a period commencing on October 1, 2015 and continuing until September 30, 2016; and

WHEREAS, the Port Orange City Council has determined that the execution of this Contract is beneficial to the citizens of the City of Port Orange.

NOW, THEREFORE, the Parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. **Term.** The term of the Contract is hereby extended. Notwithstanding the date of execution, this Agreement shall be effective commencing October 1, 2015 and continuing until September 30, 2016.

2. **City Obligations.** In return for the services identified above, the City agrees to compensate Contractor in amount up to but not to exceed Twenty-Five Thousand Six Hundred and 00/100 Dollars (\$25,600.00) for the 2016 fiscal year, subject to approval by the City Council for the then-current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

4. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have signed, sealed, and delivered this Agreement on the day and year stated hereinafter.

Witnesses:

D.G. MEYER, INC.

Printed Name: _____

By: _____
Donald G. Meyer, President

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Donald G. Meyer, as President of D.G. Meyer, Inc., a Florida corporation, and who:

[Notary: Please select one]

- ☐ is personally known to me; or
☐ has produced _____ as identification.

Notary Public, State of Florida
*Printed, typed or stamped name, commission
and expiration:*

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

From: Daniel A Lewis [<mailto:dlewis@dgmeier.com>]
Sent: Thursday, August 13, 2015 11:30 AM
To: Cockcroft, Kynah
Subject: RE: URGENT - City of Port Orange Contract

CAUTION - This email is from an external sender. Do not open email attachments or click any links from unknown senders.

Yes, D. G. Meyer, Inc will continue to include The City of Port Orange FL under the existing contract for the County Of Volusia for the rates listed in it. -

Thank You,

Danny





CITY OF PORT ORANGE PIGGYBACK AGREEMENT

This Piggyback Agreement is entered to this 11th day December, 2014, by and between the **CITY OF PORT ORANGE**, a Florida municipal whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City") and **D.G. MEYER, INC.** ("Contractor"), a Florida corporation whose principal address is 345 Madison Avenue, Daytona Beach, Florida 32114 (collectively "the Parties").

WHEREAS, D.G. Meyer, Inc. entered into County Contract 870 3657A-1 with Volusia County, pursuant to Bid #11-B-09KW (the "Volusia Agreement"); and

WHEREAS, the Volusia Agreement provides for a term commencing on or about October 1, 2013 and continuing until September 30, 2014; and

WHEREAS, the Volusia Agreement has been renewed with a current effective date Commencing on October 1, 2014 and continuing until September 30, 2015; and

WHEREAS, by entering into this Piggyback Agreement, Contractor agrees to honor the terms of the Volusia Agreement for HVAC, ice machine service, fabrication of sheet metal, and other related services requested by the City of Port Orange; and

WHEREAS, a copy of the Volusia Agreement are available in the Office of the City Clerk, City Hall, 1000 City Center, Port Orange, Florida 32129; and

WHEREAS, the Port Orange City Council has determined that the execution of this Contract is beneficial to the citizens of the City of Port Orange.

For good and valuable consideration, conditions and promises, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Initial Term.** Notwithstanding the date of execution by the City and Contractor, the initial term of this Contract shall be effective commencing on November 11, 2014 and continuing until September 30, 2015.
2. **Renewals.** Upon written agreement of the Parties and appropriation by City Council, this Contract may be renewed for one optional one-year period, commencing on October 1, 2015 and continuing until September 30, 2016.
3. **Contractor Obligation.** Contractor agrees to sell HVAC, ice machine service, fabrication of sheet metal, and other related services to the City at the unit prices set forth in the Volusia Agreement attached hereto as Exhibit "A", except as modified herein. Contractor agrees that all pricing shall remain valid for the duration of this Agreement. Contractor shall not deliver goods or services without a written purchase order, signed by an authorized agent of the City of Port Orange.
4. **Authorization for Services.** This Contract standing alone does not authorize the performance of any work or services to be provided by the Contractor or require the City to place any orders for work or service. Authorization for performance of services by the Contractor under this Contract shall be in the form of written Task

Authorization(s) issued and executed by the City and signed by the Contractor for all purchase orders in excess of \$25,000. A sample Task Authorization is attached hereto as Exhibit "B."

The City makes no covenant or promise as to the number of available projects, nor that Contractor will perform any work or services for the City during the life of this Contract. The City reserves the right to contract with other parties for the services contemplated by this Contract, as determined in the City's sole and absolute discretion.

5. City Obligations. The City agrees to compensate Contractor at the unit prices set forth in the Volusia Agreement pursuant to periodic Task Authorizations and Purchase Orders issued by the City under this Contract in an amount subject to a limit up to but not to exceed \$42,000.00 during the term of this Contract. The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

6. Contract Documents. The following forms are attached as Exhibit "C" and unless waived in writing by the City Manager or City Council, and at City expense, must be completed, signed, witnessed and notarized as indicated, and returned to the City prior to the commencement of any services by Contractor under this Contract:

- (a) Front Page for Bond (F.S. § 255.05)
- (b) Certificate for Filing in Public Records
- (c) Combination Payment and Performance Bond (F.S. §255.05)

7. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.
- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

8. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

9. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

10. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

11. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall enforce the contract provisions in accordance with the contract.

12. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

13. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

Policies other than Workers' Compensation shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.572. Contractor shall not commence work under this Agreement until the City has received a certificate or certificates of insurance and endorsement evidencing the required insurance. Contractor shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.

The City reserves the right to increase insurance coverage as determined for higher risk contracts and shall reimburse the Contractor for the reasonable additional costs of increased coverage.

Insurance		Standards	Comments
Workers' Compensation	<u>Limits:</u>	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>		All States (Broad Form) Voluntary Compensation	
Comprehensive General Liability (including Completed Operations and Contractual Liability)	<u>Limits:</u>	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000 Aggregate	When the Contract work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.
Comprehensive Business, Automobile Liability to include all automobiles.	<u>Limits:</u>	Auto Liability Bodily Injury: \$100,000 each person \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence.	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
<u>Additional Coverage:</u>		Non-Owned, Hired Car	
Property Insurance Builders Risk.	<u>Limits:</u>	Buildings - Completed value of contract.	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
<u>Additional Coverage:</u>		"All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured AIMA	
Professional Liability (Errors & Omissions)	<u>Limits:</u>	Coverage \$1,000,000 minimum	

14. A Contract for the purchase of supplies shall be governed by the City of Port Orange Code of Ordinances, as amended, and such supplies shall be deemed "goods," as defined therein.

15. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

16. Modifications or Changes to this Contract

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be

performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in accordance with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change. Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

17. **Sovereign Immunity.** The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

18. **Warranties.** Contractor warrants that (1) the supplies to be provided to the City pursuant to this Contract are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

19. **Additional Warranties.** Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

20. **Additional Bond Security.** If any surety bond furnished in connection with this Contract becomes unacceptable to the City, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the City and a person supplying labor and materials in the prosecution of work contemplated by this Contract. Contractor expressly acknowledges that if the work to be performed hereunder is a public work, a Payment and Performance Bond, in accordance with Florida Statutes Section 255.05, in a form acceptable to the City, shall be provided and recorded with the Clerk of Volusia County at Contractors expense.

21. Inspection

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and their products) shall be subject to inspection and test by the City, to the extent practicable at all times and places including the place of manufacturer, and in any event prior to acceptance.

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

(c) The inspection and test by the City of any supplies or lots thereof does not relieve Contractor from any responsibility regarding defects or other failures to meet the Contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this Contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

22. Contract Administration. The Department Head requesting service shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

23. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit a full written report to the Finance Director within twenty-four (24) hours following the occurrence of such damage, loss or injury.

24. Non-discrimination. During the performance of this Contract, Contractor agrees as follows:

(a) Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, marital status, age or national origin, except where such is a bona-fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor agrees and fully supports and complies with the Americans with Disabilities Act of 1990.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

25. Disputes. The Finance Director, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Contract in the first instance. The decision shall be final and binding unless, within thirty-(30) days from the date of such decision, Contractor mails or otherwise furnishes to the Finance Director a written appeal addressed to the City Manager. The decision by the City Manager shall be final and binding unless, within ten (10) days from the date of receipt of the decision of the City Manager, appeal is made to the City Council. The decision of the City Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessary to imply bad faith, or not to be supported by any evidence. Pending a final determination of a properly appealed decision of the Finance Director, Contractor shall proceed diligently with the performance of this Contract in accordance with that decision.

26. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

27. Controlling Law. **THIS CONTRACT CONTAINS IMPORTANT MATTERS AFFECTING LEGAL RIGHTS AND IS ACCEPTED AND ENTERED INTO IN FLORIDA AND ANY QUESTION REGARDING ITS VALIDITY, CONSTRUCTION, ENFORCEMENT, OR PERFORMANCE SHALL BE GOVERNED BY FLORIDA LAW. ANY LEGAL PROCEEDING ARISING FROM OR IN ANY WAY REGARDING THE AGREEMENT SHALL HAVE ITS VENUE LOCATED EXCLUSIVELY IN THE CIRCUIT COURT OF VOLUSIA COUNTY, FLORIDA, AND THE PARTIES HEREBY EXPRESSLY CONSENT AND SUBMIT THEMSELVES TO THE PERSONAL JURISDICTION AND VENUE OF THE COURT.**

28. Additional Provisions

(a) As may have been outlined in a purchase order and any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work.

(b) For the purposes of this Contract, any reference in the Volusia Agreement to "Volusia County" or "County" shall be construed to mean the "City of Port Orange."

(c) In the event of a conflict between the Volusia Agreement and this Contract, this Contract with the City of Port Orange shall control.

29. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

30. Notice. For purposes of this agreement, notices shall be sent as follows:

City: City of Port Orange
Attention: City Manager
1000 City Center Circle

Port Orange, Florida 32129
(386) 506-5501

Copy to: City of Port Orange
Attention: Public Works Director
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5575

Contractor: D.G. Meyer, Inc.
Attention: Daniel A. Lewis
345 Madison Avenue
Daytona Beach, Florida 32114
(386) 253-7774

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

31. Contract Construction. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

32. Authority to Sign. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

[Remainder of this page intentionally left blank]

Witnesses:

D.G. MEYER, INC.

Jack Smith
Printed Name: Jack Smith

By: Steven K Jones
Printed Name: Steven K Jones
Title: Vice President

Rebecca Flippe
Printed Name: Rebecca Flippe

Date: 12-17-2014

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 17 day of Dec, 2014 by Steven K Jones, as Vice President of D.G. Meyer, Inc. a Florida corporation, and who:

[Notary: Please select one]

☒ is personally known to me; or
☐ has produced _____ as identification.

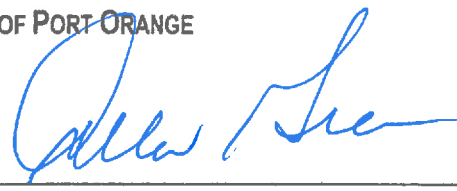
Jane S Turner
Notary Public, State of FLORIDA
Printed, typed or stamped name, commission and expiration:



Witnesses:

CITY OF PORT ORANGE


Printed Name: Tracy M. London

By: 
Allen Green, Mayor


Printed Name: Margaret T. Roberts

Date: December 11, 2014

STATE OF FLORIDA
COUNTY OF VOLUSIA

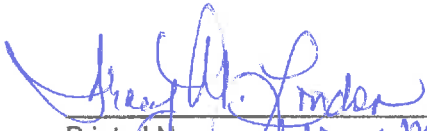
The foregoing instrument was acknowledged before me this 11th day of December, 2014, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

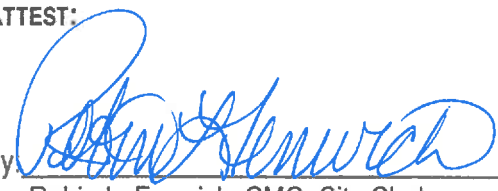


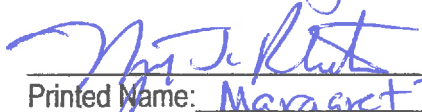

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:


Printed Name: Tracy M. London

By: 
Robin L. Fenwick, CMC, City Clerk


Printed Name: Margaret T. Roberts

Date: December 11, 2014

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 11th day of December, 2014, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.




Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

[CA ____]

Exhibit "A"

D.G. Meyer
INC.

Fla. St. Lic. #CA C039739
FCM C057027 • FCS C041365
Op. St. Lic. #CM007951
EC 13005096

AIR CONDITIONING • HEAT • SHEET METAL • ELECTRICAL
P.O. Drawer 730008 • Ormond Beach, Florida 32173-0008
Daytona 253-7774 • West Volusia 738-3888 • Flagler 446-8658
Fax 255-9431 • www.dgmeyer.com

**City of Port Orange
1000 City Center Circle
Port orange FL 32127**

**Re: Volusia County Master Agreement (# 850-3665-3) for service labor and repairs
extended to City of Port Orange FL.**

- 1. HVAC Services - Normal Business Hourly rate \$48.50**
- 2. HVAC Services - Apprentice Normal Hourly rate \$25.00**
- 3. HVAC Services - Emergency after hours rate \$68.00**
- 4. HVAC Services - Apprentice after hours rate \$34.00**
- 5. HVAC Services - Sheet metal Fabrication hour rate \$48.00**
- 6. HVAC Services - New Equipment Installation rate \$48.50**
- 7. HVAC Services - Parts Cost Plus 15%**

City of Port Orange accepts rates as above till 09/30/2015.

Accepted By _____ / _____ Date _____

**City of Port Orange
1000 City Center Circle
Port Orange, FL 32127**

**Offered By: Daniel A. Lewis/ Daniel A. Lewis Date 09/3/14
Service Manager
D. G. Meyer, Inc
345 Madison Ave
Daytona Bch, FL 32114**

Exhibit "A"



COUNTY OF VOLUSIA, FLORIDA
PURCHASING DIVISION
123 West Indiana Avenue Room 302
DeLand, Florida 32720-4608
Office: (386) 626-6625 Fax : (386) 736-5972
e-mail: kwilliams@volusia.net

To:	Daniel Lewis, D.G. Meyer	From:	Kathy Williams, Procurement Analyst
Fax:	386.255.9431	Pages:	1
Phone:	386.253.7774	Date:	01.07.14
Re:	Master Agreement 3655 Renewal	Email:	dlewis@dgmeyer.com

MESSAGE: The current Master Agreement 3655 expires January 31, 2014. The County would like to extend the above Master Agreement through January 31, 2015 at the same prices, terms and conditions. Please indicate your agreement by having this form signed by a duly authorized representative of the firm who has the ability to sign agreements and then return via email to my attention. Your cooperation in this matter is greatly appreciated.

*** In order for the above Master Agreement to be approved, the County also requires a current ACORD insurance form naming: Volusia County as additional insured on general liability insurance, listing the Master Agreement number 3655 and the name of the County's Purchasing contact, Kathy Williams. Requirements are:

1. \$1,000,000 – General Liability per occurrence/\$3,000,000 – Aggregate
2. \$100,000/\$300,000 – Automobile / Any Auto
3. Statutory Workers' Compensation

Thank you for your prompt reply.

☒ Yes, we are interested in doing business with the County, as outlined above.

☐ No, we are not interested in doing business with the County, as outlined above.

Authorized Signature Daniel A. Lewis Date 01/07/14
Firm's address: 345 Madison Ave
Daytona Beach FL
32114

If you have any questions regarding this communication, please don't hesitate to contact me at the numbers or e-mail address, indicated above.

Exhibit "B"

TASK AUTHORIZATION NO. ____
Standard Contract for Services dated ____
Between the City of Port Orange, Florida and ____

THIS Task Authorization is entered into by and between the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation with its principal place of business at 1000 City Center Circle, Port Orange, Florida 32129 (the "City") and _____, a _____ corporation with its principal place of business at _____ ("Contractor"), and hereinafter collectively referred to as the "Parties," and is to that certain Standard Contract for Services dated _____, and any amendments thereto, hereinafter collectively referred to as the "Contract." The Parties, in exchange for the mutual covenants contained herein and in the Contract, agree as follows:

1. This Task Authorization expressly modifies the Contract and in the event of a conflict, the terms and conditions of this Task Authorization shall prevail.
2. In addition to all other terms and conditions contained in the Contract, Contractor shall provide services relating to _____ as more particularly described in the Scope of Services attached hereto and incorporated herein as Task Authorization Exhibit "A."
3. Contractor shall complete the services to be provided herein within _____ days of the date of written notice by the City to the Contractor.
4. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in Exhibit "____" attached hereto and made a part hereof for all purposes, subject to a limit up to but not to exceed \$_____. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.
5. Contractor shall provide a 100% Combination Payment and Performance Bond in accordance with Florida Statutes Section 255.05, including the Front Page and Certificate for Filing in Public Records, in a form substantially similar to the forms attached hereto as Task Authorization Exhibit "B," and acceptable to the Port Orange City Attorney, and recorded with the Clerk of Volusia County at Contractor's expense. A separate bond shall be provided from the Surety which identifies and covers the scope of work for the project stated in this Task Authorization along with all other provisions of this Task Authorization with the penal sum of such bond being not less than the contract sum described in this Task Authorization. If any surety bond furnished in connection with this Task Authorization becomes unacceptable to the City, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the City and a person supplying labor and materials in the prosecution of work contemplated by this Task Authorization No. ____.
6. This Task Authorization may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Task Authorization shall be deemed valid as if an original signature was delivered. No contract shall be formed between the Contractor and the City until the City signs this Task Authorization.

IN WITNESS WHEREOF, the Parties have made and executed this Task Authorization for the purposes herein expressed on the dates set forth below.

Exhibit "B"

Witnesses:

Printed Name: _____

By: _____

Printed Name: _____

Title: _____

Printed Name: _____

Date: _____

Exhibit "B"

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____ By: _____
Allen Green, Mayor

Printed Name: _____ Date: _____

Witnesses:

ATTEST:

Printed Name: _____ By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____ Date: _____

[CA ____]

Exhibit "C"

RETURN RECORDED DOCUMENT TO:

City Clerk
1000 City Center Circle
Port Orange, Florida 32129-4144

FRONT PAGE FOR BOND REQUIRED BY SECTION 255.05, F.S.

PAYMENT AND PERFORMANCE BOND

(Public Works)

Notice and Time Limitations Must Be In Accordance
With Section 255.05(2), (8) and (10), Florida Statutes

BOND NO. _____

PRINCIPAL:

Developer or Contractor: _____

Principal Business Address: _____

Contact Person: _____

Phone Number: _____

SURETY:

Address: _____

Contact Person: _____

Phone Number: _____

OWNER:

City of Port Orange, Florida, a chartered municipal corporation

1000 City Center Circle

Port Orange, Florida 32129-4144

Contact Person: _____

Phone Number: _____

City Manager

(386) 506-5501

Amount: \$ _____

City Case/Project No. _____

Description of Work: _____

Project Location: _____

Port Orange, Volusia County, Florida

Legal Description: _____

Front Page

All other pages are subsequent to this page regardless of any numbers that may be printed thereon.

Exhibit "C"

CERTIFICATE FOR FILING IN PUBLIC RECORDS

PAYMENT AND PERFORMANCE BOND

(Public Works)

In Compliance with Section 255.05(1)(a) Florida Statutes

Bond No. _____

The Principal, _____, a _____ corporation, by and through its undersigned representative, does hereby certify that the attached:

Payment and Performance Bond No. _____,

is a true and correct copy of the fully executed financial guarantee delivered to:

CITY OF PORT ORANGE, FLORIDA

pursuant to Section 255.05, Florida Statutes; as Owner/Holder of the subject property in trust for the public, for the public construction project known as:

_____ located in Port Orange, Volusia County, Florida, and identified by the City of Port Orange as Case No. _____.

All claimants are called upon to take notice of the notice requirements and time limitations prescribed by Sections 255.05(2), (8) and (10), Florida Statutes.

Contractor's Name and Address:

By: _____
Printed Name/Title: _____

STATE OF _____
COUNTY OF _____

The foregoing Certificate of Filing was acknowledged before me this ____ day of _____, 20____, by _____ of _____, a _____ corporation, the Principal named in the attached Payment and Performance **Bond No.** _____.

Notary, please check one:

- ☐ Personally known to me
☐ Produced identification

Notary Public, State of _____
Printed Name, Commission & Term Expiration Date:

Exhibit "C"

RETURN RECORDED DOCUMENT TO:

City Clerk
1000 City Center Circle
Port Orange, Florida 32129-4144

Name of Project

City Project No. _____

Bond No. _____

Space Reserved for Recording Data

**COMBINATION PAYMENT AND PERFORMANCE BOND
FOR
PUBLIC CONSTRUCTION**

*per Section 255.05, Florida Statutes
Guaranty for Construction of Public Improvements*

BY THIS BOND, We, _____ as Principal, and _____, a corporation, as Surety, are bound to **CITY OF PORT ORANGE, FLORIDA**, a Florida municipal corporation, herein called "Owner" or sometimes referred to as "City," in the sum of _____ **DOLLARS** (\$_____), for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the terms of that certain _____ having an effective date of _____, entered into by and between the Principal and the City, for _____, hereinafter referred to as the "Contract," being made a part of this bond by reference, at the times and in the manner prescribed in the Contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the Contract (the "Work"); and
3. Pays Owner all losses, damages, delay damages (including contractually authorized liquidated damages), expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a breach or material breach by Principal under the Contract documents; and
4. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract, then this bond is void; otherwise it remains in full force.

Notice of Nonpayment and Time Limitations

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Sections 255.02(2), (8) and (10), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

Exhibit "C"

IN WITNESS WHEREOF, this performance and payment bond is executed in duplicate originals, each of which shall be deemed an original, this _____, day of _____, 20__.

Attest:

(Name of Principal)

(As to Corporate Principal) Secretary

By: _____

Name/Title: _____

(Witness to Principal)

(Corporate Seal)

(Surety)

(Witness to Surety)

By: _____

Name: _____

(Attorney-in-Fact)

(Corporate Seal)

NOTE: **Date of BOND must not be prior to date of Contract.** If Developer/Principal is Partnership, all partners should execute BOND. All BONDS signed by an agent must be accompanied by a certified copy of the authority to act.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida.



Master Agreement

TERM: 2015-02-01 to 2016-01-31

NO. 870 3655B - 1

Page 1 of 2

Date Issued: 02/04/15

Vendor contact: Name: JANE Phone: 386-253-7774 E-mail: Ext.:	County contact: Name: KEVIN KANE Phone: 386-248-1760 E-mail: KKane@co.volusia.fl.us Ext.:	Bill To: County of Volusia AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720
Vendor Name: D.G. MEYER INC 345 MADISON AVE. DAYTONA BEACH, FL 32114		Vendor No. 91052000020
Ship To: AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720		
Solicitation Number: 2507,11-B-09KW Award Date: 2015-01-22 Award Authorization: COUNCIL	Purchasing Analyst: ANDREW KOKITUS Phone: 386-943-7009 E-mail: akokitus@volusia.org Ext.: Payment Terms: Net 45 Days, FOB Dest, Freight allowed	
Document Description: HVAC & Ice Machine Repair Svcs. & Sheet Metal Fabrication		

Line Item	Commodity Code	Unit	Description	Unit Price or Contract Amount
1	91036	HOUR	HVAC Services - Normal Business Hours	48.50000
2	91036	HOUR	HVAC Services - Apprentice	25.00000
3	91036	HOUR	HVAC Services - Emergency	68.00000
4	91036	HOUR	HVAC Services - Apprentice Emergency	34.00000
5	91036	HOUR	HVAC Services - Sheet Metal Fabrication	48.50000
6	91036	HOUR	HVAC Services - New Unit Installation	48.50000
7	91036	EA	HVAC Services - Parts Cost Plus 15%	0.00000

A delivery order is required for the release of items / services from the referenced Master Agreement. If a solicitation number is referenced then the terms and conditions of said solicitation become part of the Master Agreement. Deviation from prices stated is not permitted without a signed corrected Change Order.

If vendor terms and conditions conflict with Count of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.

Purchase Order (PO) or Master Agreement (MA) Terms and Conditions

Providing any good or service constitutes acceptance of this entire PO or MA without exception

Delivery. Title and risk of loss shall pass when items have been received, inspected, and accepted by County of Volusia ("County"). All associated shipping, insurance, and other related costs shall be borne by Provider.

Discontinued. Provider shall give County 30 (thirty) days advance notice of a discontinued item(s) so that County can purchase additional quantities of discontinued item(s). County must give written approval of replacement(s) if they exceed previous price or fail to meet quality, form, fit, or function of the discontinued item. Time is of the essence regarding Performance of Services and this PO or MA can be terminated by the County for convenience, non-appropriation of funds, or non-performance.

Disputes. If such dispute arises under this PO or MA and is not resolved informally by the parties within five (5) business days, the party bringing a claim ("Disputing Party") shall deliver to the first level representative of the other party a written statement ("Dispute Notice") describing the dispute. If the respective representatives cannot resolve the dispute within ten (10) days, the dispute shall be escalated through two higher levels of management. If the dispute has not been resolved within 25 (twenty-five) calendar days after delivery of the Disputing Party's notice, either party may give written notice to the other party declaring the resolution process terminated and pursue other legal recourse or initiate formal non-binding mediation before a single mediator, which shall be completed within 30 (thirty) days of initiation, in accordance with rules of practice and procedure adopted by the Supreme Court of Florida for court-ordered mediation, Rule 1.700, et seq., of the Florida Rules of Civil Procedure, and Chapter 44, Florida Statutes. If the dispute remains unresolved after conducting such mediation, then either party may proceed to finalize such termination remedies and commence litigation in a court of competent jurisdiction.

Governing Law/Jurisdiction/Venue. This PO or MA shall be governed by the laws of the State of Florida and venue for any litigation arising from this PO or MA shall be in the County of Volusia, Florida, and any trial shall be non-jury. Each party agrees to bear its own costs and attorneys' fees relating to any dispute arising under this PO or MA. Provider shall comply with all applicable laws and regulations.

Insurance. For goods and services delivered or performed by Provider on County premises, Provider certifies it maintains comprehensive general liability insurance and auto insurance in the amounts identified in the solicitation and/or contract and any amendments thereto pertaining to this PO or MA, or from an A.M. Best "A -" or better rated insurance firm authorized by the State of Florida Insurance Commissioner. The County reserves the right to require the "County of Volusia" be named as additional insured for projects when deemed necessary. For services performed off County premises and goods delivered by third party carriers, the Provider shall use such carriers that maintain such insurance coverage as set forth above.

Intellectual Property. Provider agrees to protect, defend, indemnify, and save the County, its agents, officials, including elected officials, and employees of the County harmless from and against any and all claims, demands, actions, and causes of action which may arise asserting that a copyright, trademark, trade secret, or patent ("Intellectual Property"), as provided under this PO or MA, infringes or misappropriates any third party's Intellectual Property. If Provider must pay a third party any license, royalty, or other such usage fee in order to deliver the item(s) under this PO or MA, such third party and usage fee must be specified in the Provider's offer to sell to the County.

Indemnification. The Provider shall indemnify, defend, and hold harmless the County and its agents, officers, and employees, from and against all claims, damages, losses, and expenses, including, but not limited to, attorney's fees arising out of or resulting from the provision of goods and/or services pursuant to the Agreement and/or this PO or MA, provided that the claim, damage, loss, and expense is caused in whole or in part by any negligent act or omission of the Provider, or anyone directly or indirectly employed by Provider or anyone for whose acts the Provider may be liable hereunder, except the Provider will not be required to indemnify and hold the County harmless if such claim, damage, loss, and expense is the result of the sole negligence of the County or of anyone directly or indirectly employed by the County or anyone for whose acts the County may be liable.

Modification & Assignment. County may unilaterally change, at no additional cost, the quantity and receiving point within the County for items not yet shipped. All other items must be mutually agreed upon in writing. County is not required to pay for defective items, back-orders, late deliveries, those quantities exceeding the PO or MA quantity, or items shipped at a higher price than stated on the PO or MA. Neither this PO or MA nor any interest herein shall be assigned, transferred, or encumbered by Provider except as authorized in writing by the County.

Notices. All notices given by one party to the other party under this PO or MA shall be delivered to the receiving party's address set forth on this PO either by hand, qualified courier, or e-mail and shall be deemed received the day after it is transmitted. For the County, it shall be addressed to the Purchasing and Contracts Department, 123 West Indiana Avenue, 3rd Floor, DeLand, Florida, 32720 or purchasing@volusia.org.

No Waiver. Except as expressly set forth herein, no failure or delay on the part of County in exercising any right, power, or remedy hereunder shall operate as or be deemed a waiver thereof, nor shall any single or partial exercise of any right, power, or remedy preclude any other or further exercise thereof, or the exercise of any other right, power, or remedy.

Order of Precedence. In the event of conflict between this PO or a Price Agreement (PA), the originating Volusia County contract and amendments thereto shall be controlling. This control shall pertain to all specifications and scopes of work included in the originating Volusia County contract and any amendments thereto. Payment. Except for construction services, which shall be paid pursuant to the Florida Prompt Payment Act, County shall pay Provider within 45 (forty-five) days after receipt of an accurate and undisputed invoice, unless the County accepts a prompt payment discount from Provider and the goods or services are not defective. Invoice, packing slip, delivery receipt, order acknowledgement, and correspondence shall clearly indicate the PO or MA number. Any additional or different terms and conditions on Provider's documents shall be considered null and void. The County may deduct amounts it is due from Provider's payment or not pay disputed invoices until such dispute is resolved. Nothing in this PO or MA shall create any obligation on the part of the County to pay directly to any subcontractor of Provider any monies due to such subcontractor or claims of such subcontractor for amounts owed by Provider to subcontractor for goods or services provided under this PO or MA.

Sovereign Immunity. The County expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement, Master Agreement, and/or this Purchase Order to the contrary, nothing in any such documents shall be deemed as a waiver of immunity or the limitations of liability of the County beyond any statutory limited waiver of immunity or limits of liability which may have been or may be adopted by the Florida Legislature, and the cap on the amount and liability of the County for damages regardless of the number or nature of claims in tort, equity, or contract shall not exceed the dollar amount set by the legislature for tort. Nothing in the Agreement, Master Agreement, or this Purchase Order shall inure to the benefit of any third party for the purpose of allowing any claim against the County, which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

Taxes. County is tax exempt from Manufacturers' Federal Excise Tax (Exemption# 49-6000-885) and Florida sales tax (Exemption# 85-8012622393C-9). Certificates are available at www.volusia.org/purchasing. After accessing the foregoing website, select, "Doing Business with Volusia County" and "Consumer Certificate of Tax Exemption" from the available menu screens to see a copy of the certificates. UCC. In addition to any rights or remedies contained in this P.O., each party shall have rights, duties, and remedies available through the Uniform Commercial Code (UCC).

Warranty. Provider warrants that all Work or Services performed under this PO or MA shall be performed in a good and competent workmanlike manner to the satisfaction of the County, and materials shall be of good quality (unless otherwise stated on PO or MA), and free from defects and pursuant to specifications and requirements of the contract related to this PO or MA. Provider warrants merchantability of all goods or services and that they are fit for the ordinary purposes they are intended to serve.



Master Agreement

TERM: 2015-02-01 to 2016-01-31

NO. 870 3655B - 1

Page 2 of 2

Date Issued: 02/04/15

Line Item	Commodity Code	Unit	Description	Unit Price or Contract Amount
8	91036	MO	HVAC monthly Service - DeBary Hall - Filter change only	239.00000
9	91036	MO	HVAC monthly Service - DeBary Hall - Full Service	385.00000
10	91036	EA	HVAC monthly Service - DeBary Hall - Filter chang only	340.00000
11	91036	EA	HVAC Services - Permit Fees	0.00000
12	91036	EA	HVAC Services - Wind Load Engineering	0.00000
13	91036	EA	HVAC Services - Installation of Pitch pockets to install refrigeration lines	0.00000
14	91036	EA	HVAC Services - Installation of curb mounting for roof HVAC equipment	0.00000

Jeaniene Jennings CPPB
Purchasing & Contracts Director

County of Volusia
Sales Tax Exemption Number
85-8012622393C-9

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Taxes. County is tax exempt from Manufacturers' Federal Excise Tax (Exemption# 49-6000-885) and Florida sales tax (Exemption# 85-8012622393C-9). Certificates are available at www.volusia.org/purchasing. After accessing the foregoing website, select, "Doing Business with Volusia County" and "Consumer Certificate of Tax Exemption" from the available menu screens to see a copy of the certificates. UCC. In addition to any rights or remedies contained in this P.O., each party shall have rights, duties, and remedies available through the Uniform Commercial Code (UCC).

Warranty. Provider warrants that all Work or Services performed under this PO or MA shall be performed in a good and competent workmanlike manner to the satisfaction of the County, and materials shall be of good quality (unless otherwise stated on PO or MA), and free from defects and pursuant to specifications and requirements of the contract related to this PO or MA. Provider warrants merchantability of all goods or services and that they are fit for the ordinary purposes they are intended to serve.

Cockcroft, Kynah	Created/Initiated - 08/26/2015
Adumuah, Branford	Approved - 08/26/2015
Neff, Andrew	Approved - 09/01/2015
Lovallo, Susan	Approved - 09/03/2015
Riehm, Tracey	Approved - 09/03/2015
Harden, David	Approved - 09/03/2015
Johansson, M. Jake	Final Approval - 09/03/2015

ADDENDUM NO. 7 AND EXTENSION AGREEMENT

THIS ADDENDUM NO. 7 AND EXTENSION OF AGREEMENT ("Agreement") is made and entered into the day and year set forth hereinafter by and between the **CITY OF PORT ORANGE, FLORIDA**, a Florida municipal corporation located at 1000 City Center Circle, Port Orange, Volusia County, Florida 32129-4144 (the "City"), and **LATOUR ENTERPRIZES, INC. d/b/a ECONOMY ELECTRIC COMPANY**, a Florida corporation whose principal address is 538 West Street, Daytona Beach, Florida 32114 (the "Contractor"). (The City and the Contractor are hereinafter collectively referred to as the "Parties.")

WHEREAS, Contractor was awarded a contract with Volusia County, Florida, pursuant to Solicitation No. 11-B-160KW (the "Volusia Agreement"); and

WHEREAS, on the 20th day of November, 2014, the Parties entered into a Piggyback Agreement (the "Contract") for the purchase of licensed electrical contract services to the City of Port Orange commencing on November 11, 2014 and continuing until September 30, 2015; and

WHEREAS, the Contract provides for one (1) optional one-year renewal period upon written agreement of the Parties and appropriation by City Council; and

WHEREAS, the Parties desire to renew the Contract for a period commencing on October 1, 2015 and continuing until September 30, 2016; and

WHEREAS, the Port Orange City Council has determined that the execution of this Contract is beneficial to the citizens of the City of Port Orange.

NOW, THEREFORE, the Parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. **Term.** The term of the Contract is hereby extended. Notwithstanding the date of execution, this Agreement shall be effective commencing October 1, 2015 and continuing until September 30, 2016.

2. **City Obligations.** In return for the services identified above, the City agrees to compensate Contractor in amount up to but not to exceed One Hundred Twenty-Seven Thousand and 00/100 Dollars (\$127,000.00) for the 2016 fiscal year, subject to approval by the City Council for the then-current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

4. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have signed, sealed, and delivered this Agreement on the day and year stated hereinafter.

Witnesses:

LATOUR ENTERPRIZES, INC. D/B/A ECONOMY ELECTRIC COMPANY

Printed Name: _____

By: _____

Billy E. Wiggins, President

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Billy E. Wiggins, as President of Latour Enterprizes, Inc. d/b/a Economy Electric Company, a Florida corporation, and who:

[Notary: Please select one]

☐

is personally known to me; or

☐

has produced _____ as identification.

Notary Public, State of Florida

*Printed, typed or stamped name, commission
and expiration:*

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the City, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Cockcroft, Kynah

From: Ann Outlook <channcarter@outlook.com>
Sent: Thursday, July 30, 2015 12:22 PM
To: Cockcroft, Kynah
Subject: Economy Will Extend Pricing to City

Any contract with the County will be extended to Port Orange.

Thank you ☺,

Ann

Economy Electric Company

538 West Street
Daytona Beach, FL 32114
386-252-0573

From: Cockcroft, Kynah [<mailto:Kcockcroft@port-orange.org>]
Sent: Thursday, July 30, 2015 11:54 AM
To: channcarter@outlook.com; billywigginssr@economyelectricco.com
Cc: Silvey, Michael <msilvey@port-orange.org>; Repyneck, Erik <erepyneck@port-orange.org>; Juarez, Jenny <jjuaraz@port-orange.org>
Subject: City of Port Orange Contract/Economy Electric
Importance: High

Hello,

You currently have a piggyback contract with the City of Port Orange (copy attached). I need to know if the County of Volusia has contacted you and if they intend to renew your contract (#11-B-160KW)?

Additionally, if you renew your County contract, are you willing to extend the pricing again to the City for another term (10/1/15-9/30/16)?

I look forward to hearing from you.

Kynah Cockcroft
Sr. Administrative Assistant
Public Works Department
(386) 506-5596



CITY OF PORT ORANGE PIGGYBACK AGREEMENT

This Piggyback Agreement is entered to this 20 day of November, 2014, by and between the **CITY OF PORT ORANGE**, a Florida municipal whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City") and **LATOUR ENTERPRIZES, INC. D/B/A ECONOMY ELECTRIC COMPANY** ("Contractor"), a Florida corporation whose principal address is 538 West Street, Daytona Beach, Florida 32114 (collectively "the Parties").

WHEREAS, on the 10th day of November, 2011, Contractor was awarded a contract with Volusia County, Florida, pursuant to Solicitation No. 11-B-160KW (the "Volusia Agreement"); and

WHEREAS, the Volusia Agreement provides for a term commencing on or about October 1, 2011 and continuing until September 30, 2014 with two (2) extensions of 1 year each; and

WHEREAS, the Volusia Agreement has been renewed with a current effective date Commencing on October 1, 2014 and continuing until September 30, 2015; and

WHEREAS, by entering into this Piggyback Agreement, Contractor agrees to honor the terms of the Volusia Agreement for services purchased by the City of Port Orange; and

WHEREAS, a copy of the Volusia Agreement are available in the Office of the City Clerk, City Hall, 1000 City Center, Port Orange, Florida 32129; and

WHEREAS, the Port Orange City Council has determined that the execution of this Contract is beneficial to the citizens of the City of Port Orange.

For good and valuable consideration, conditions and promises, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Initial Term. Notwithstanding the date of execution by the City and Contractor, the initial term of this Contract shall be effective commencing on November 11, 2014 and continuing until September 30, 2015.
2. Renewals. Upon written agreement of the Parties and appropriation by City Council, this Contract may be renewed for one (1) optional one-year period, commencing on October 1, 2015 and continuing until September 30, 2016.
3. Contractor Obligation. Contractor agrees to sell licensed electrical contract services to the City at the unit prices set forth in the Volusia Agreement, attached hereto as Exhibit "A," except as modified herein. Contractor agrees that all pricing shall remain valid for the duration of this Agreement. Contractor shall not deliver goods or services without a written purchase order, signed by an authorized agent of the City of Port Orange.
4. Authorization for Services. This Contract standing alone does not authorize the performance of any work or services to be provided by the Contractor or require the City to place any orders for work or service. Authorization for performance of services by the Contractor under this Contract shall be in the form of written quote and purchase order, if \$25,000 or less and otherwise by Task Authorization(s) issued and executed by the City and signed by the Contractor. A sample Task Authorization is attached hereto as Exhibit "B."

The City makes no covenant or promise as to the number of available projects, nor that Contractor will perform any work or services for the City during the life of this Contract. The City reserves the right to contract with other parties for the services contemplated by this Contract, as determined in the City's sole and absolute discretion.

5. City Obligations. The City agrees to compensate Contractor at the unit prices set forth in the Volusia Agreement pursuant to periodic Task Authorizations and Purchase Orders issued by the City under this Contract in an amount subject to a limit up to but not to exceed \$92,000.00 during the term of this Contract. The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

6. Contract Documents. The following forms are attached as Exhibit "C" and must be completed, signed, witnessed and notarized as indicated, and returned to the City prior to the commencement of any services by Contractor under this Contract:

- (a) Front Page for Bond (F.S. § 255.05)
- (b) Certificate for Filing in Public Records
- (c) Combination Payment and Performance Bond (F.S. §255.05)

7. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price,

reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

(i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:

- (1) the cost of work performed or supplies delivered;
- (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
- (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.

(ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

8. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

9. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

10. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the

performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

11. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall enforce the contract provisions in accordance with the contract.

12. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

13. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

Policies other than Workers' Compensation shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.572. Contractor shall not commence work under this Agreement until the City has received a certificate or certificates of insurance and endorsement evidencing the required insurance. Contractor shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.

The City reserves the right to increase insurance coverage as determined for higher risk contracts and shall reimburse the Contractor for the reasonable additional costs of increased coverage.

Insurance		Standards	Comments
Workers' Compensation	<u>Limits:</u>	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>		All States (Broad Form) Voluntary Compensation	
Comprehensive General Liability (including Completed Operations and Contractual Liability)	<u>Limits:</u>	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000 Aggregate	When the Contract work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.
Comprehensive Business, Automobile Liability to include all automobiles.	<u>Limits:</u>	Auto Liability Body Injury: \$100,000 each person \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence.	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
<u>Additional Coverage:</u>		Non-Owned, Hired Car	
Property Insurance Builders Risk.	<u>Limits:</u>	Buildings - Completed value of contract.	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
<u>Additional Coverage:</u>		"All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured ALMA	

14. A Contract for the purchase of supplies shall be governed by the City of Port Orange Code of Ordinances, as amended, and such supplies shall be deemed "goods," as defined therein.

15. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

16. Modifications or Changes to this Contract

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in

accordance with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change. Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

17. Sovereign Immunity. The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

18. Warranties. Contractor warrants that (1) the supplies to be provided to the City pursuant to this Contract are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

19. Additional Warranties. Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

20. Additional Bond Security. If any surety bond furnished in connection with this Contract becomes unacceptable to the City, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the City and a person supplying labor and materials in the prosecution of work contemplated by this Contract. Contractor expressly acknowledges that if the work to be performed hereunder is a public work, a Payment and Performance Bond, in accordance with Florida Statutes Section 255.05, in a form acceptable to the City, shall be provided and recorded with the Clerk of Volusia County at Contractor's expense.

21. Inspection

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and their products) shall be subject to inspection and test by the City, to the extent practicable at all times and places including the place of manufacturer, and in any event prior to acceptance.

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered

for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

(c) The inspection and test by the City of any supplies or lots thereof does not relieve Contractor from any responsibility regarding defects or other failures to meet the Contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this Contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

22. Contract Administration. The Department Head requesting service shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

23. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit a full written report to the Finance Director within twenty-four (24) hours following the occurrence of such damage, loss or injury.

24. Non-discrimination. During the performance of this Contract, Contractor agrees as follows:

(a) Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, marital status, age or national origin, except where such is a bona-fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor agrees and fully supports and complies with the Americans with Disabilities Act of 1990.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

25. Disputes. The Finance Director, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Contract in the first instance. The decision shall be final and binding unless, within thirty-(30) days from the date of such decision, Contractor mails or otherwise furnishes to the Finance Director a written appeal addressed to the City Manager. The decision by the City Manager shall be final and binding unless, within ten (10) days from the date of receipt of the decision of the City Manager, appeal is made to the City Council. The decision of the City Council shall be final and binding unless

set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessary to imply bad faith, or not to be supported by any evidence. Pending a final determination of a properly appealed decision of the Finance Director, Contractor shall proceed diligently with the performance of this Contract in accordance with that decision.

26. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

27. Controlling Law. THIS CONTRACT CONTAINS IMPORTANT MATTERS AFFECTING LEGAL RIGHTS AND IS ACCEPTED AND ENTERED INTO IN FLORIDA AND ANY QUESTION REGARDING ITS VALIDITY, CONSTRUCTION, ENFORCEMENT, OR PERFORMANCE SHALL BE GOVERNED BY FLORIDA LAW. ANY LEGAL PROCEEDING ARISING FROM OR IN ANY WAY REGARDING THE AGREEMENT SHALL HAVE ITS VENUE LOCATED EXCLUSIVELY IN THE CIRCUIT COURT OF VOLUSIA COUNTY, FLORIDA, AND THE PARTIES HEREBY EXPRESSLY CONSENT AND SUBMIT THEMSELVES TO THE PERSONAL JURISDICTION AND VENUE OF THE COURT.

28. Additional Provisions

(a) As may have been outlined in quote, purchase order, or Task Authorization and any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work.

(b) For the purposes of this Contract, any reference in the Volusia Agreement to "Volusia County" or "County" shall be construed to mean the "City of Port Orange."

(c) In the event of a conflict between the Volusia Agreement and this Contract, this Contract with the City of Port Orange shall control.

29. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

30. Notice. For purposes of this agreement, notices shall be sent as follows:

City:	City of Port Orange Attention: City Manager 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5501
Copy to:	City of Port Orange Attention: Public Works Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5575
Contractor:	Economy Electric Company Attention: Billy Wiggins

538 West Street
Daytona Beach, Florida 32114
(386) 252-0573

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

31. Contract Construction. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

32. Authority to Sign. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

[Remainder of this page intentionally left blank]

Witnesses:

LATOUR ENTERPRIZES, INC. D/B/A ECONOMY ELECTRIC
COMPANY

Cheryl Carter
Printed Name: CHERYL CARTER

By: Joseph Wiggins
Printed Name: JOSEPH WIGGINS
Title: SECRETARY

Heather Hays
Printed Name: Heather Hays

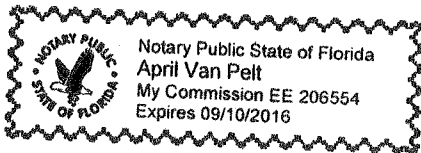
Date: 11/19/14

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me this 19 day of November 2014 by Joseph Wiggins, as Secretary of Latour Enterprizes, Inc. d/b/a Economy Electric Company a Florida corporation, and who:

[Notary: Please select one]

☒ is personally known to me; or
☐ has produced _____ as identification.



April Van Pelt
Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Witnesses:

Theresa Gutierrez
 Printed Name: Theresa Gutierrez

Barbara J. Abbate
 Printed Name: Barbara J. Abbate

CITY OF PORT ORANGE

By: *Allen Green*
 Allen Green, Mayor

Date: 11/20/14

STATE OF FLORIDA
 COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 20 day of NOV., 2014, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Theresa Gutierrez
 Notary Public, State of Florida
 Printed, typed or stamped name, commission and expiration:

Witnesses:

Theresa Gutierrez
 Printed Name: Theresa Gutierrez

Barbara J. Abbate
 Printed Name: Barbara J. Abbate

ATTEST:

By: *Robin L. Fenwick*
 Robin L. Fenwick, CMC, City Clerk

Date: 11/20/14

STATE OF FLORIDA
 COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 20 day of NOV., 2014, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Theresa Gutierrez
 Notary Public, State of Florida
 Printed, typed or stamped name, commission and expiration:

[CA ____]

Exhibit "A"



Master Agreement NO. 870 3698 - 5
TERM: 2011-12-01 to 2014-11-30

Page 1 of 2

Date issued: 05/23/12

Vendor contact: Name: BILLY E. WIGGINS Phone: 386-252-0573 Ext.: E-mail: billywiggins@economyelectricco.com		County contact: Name: KEVIN KANE Phone: 386-248-1760 Ext.: E-mail: KKane@co.volusia.fl.us	Bill To: County of Volusia AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720
Vendor Name: ECONOMY ELECTRIC CO 538 WEST STREET DAYTONA BEACH, FL 32114		Vendor No. ECE21190000	Ship To: AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720
Solicitation Number: 11-B-160KW Award Date: 2011-11-10 Award Authorization: COUNCIL		Purchasing Analyst: ANTONIO RECKTENWALD Phone: 386-943-7009 Ext.: E-mail: arecktenwald@co.volusia.fl.us Payment Terms: Net 45 Days, FOB Dest, Freight allowed	
Document Description: Electrical Services in accordance with 11-B-160KW			

Line Item	Commodity Code	Unit	Description	Unit Price or Contract Amount
2	91082	HOUR	Apprentice Electrician, Reg. Hours (7am-5pm).	22.80000
3	91082	HOUR	Journeyman Electrician, Reg. Hours (7am-5pm).	42.00000
5	91082	HOUR	Journeyman Electrician, After Hours (After 5pm).	63.00000
6	91082	HOUR	Apprentice Electrician, After Hours (After 5pm).	34.20000
8	91082	HOUR	Journeyman Electrician, Weekend/Holiday	63.00000
9	91082	HOUR	Apprentice Electrician, Weekend/Holiday	34.20000

A delivery order is required for the release of items / services from the referenced Master Agreement. If a solicitation number is referenced then the terms and conditions of said solicitation become part of the Master Agreement. Deviation from prices stated is not permitted without a signed corrected Change Order.

If vendor terms and conditions conflict with County of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.



Master Agreement NO. 870 3698 - 5
TERM: 2011-12-01 to 2014-11-30

Page 2 of 2

Date issued: 05/23/12

Line Item	Commodity Code	Unit	Description	Unit Price or Contract Amount
11	91082	EA	Parts + 10% in accordance with 11-B-180KW.	0.00000
12	91082	HOURL	Electrical Supervisor, Reg. Hours (7am-5pm).	45.00000
13	91082	HOURL	Electrical Supervisor, After Hours (After 5pm).	67.50000
14	91082	HOURL	Electrical Supervisor, Weekend/Holiday	67.50000
15	91082	HOURL	The crane rental will include an operator and be charged at Electrical Services - Crane Rental - cost plus 10%.	0.00000

Jeannine Jennings CPPE
Purchasing & Contracts Director

County of Volusia
Sales Tax Exemption Number
85-8012622393C-9

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A delivery order is required for the release of items / services from the referenced Master Agreement. If a solicitation number is referenced then the terms and conditions of said solicitation become part of the Master Agreement. Deviation from prices stated is not permitted without a signed corrected Change Order.

If vendor terms and conditions conflict with County of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.

Purchase Order (PO) or Master Agreement (MA) Terms and Conditions

Providing any good or service constitutes acceptance of this entire PO or MA without exception

Delivery. Title and risk of loss shall pass when items have been received, inspected, and accepted by County of Volusia ("County"). All associated shipping, insurance, and other related costs shall be borne by Provider.

Discontinued. Provider shall give County 30 (thirty) days advance notice of a discontinued item(s) so that County can purchase additional quantities of discontinued item(s). County must give written approval of replacement(s) if they exceed previous price or fail to meet quality, form, fit, or function of the discontinued item. Time is of the essence regarding Performance of Services and this PO or MA can be terminated by the County for convenience, non-appropriation of funds, or non performance.

Disputes. If such dispute arises under this PO or MA and is not resolved informally by the parties within five (5) business days, the party bringing a claim ("Disputing Party") shall deliver to the first level representative of the other party a written statement ("Dispute Notice") describing the dispute. If the respective representatives cannot resolve the dispute within ten (10) days, the dispute shall be escalated through two higher levels of management. If the dispute has not been resolved within 25 (twenty-five) calendar days after delivery of the Disputing Party's notice, either party may give written notice to the other party declaring the resolution process terminated and pursue other legal recourse or initiate formal non-binding mediation before a single mediator, which shall be completed within 30 (thirty) days of initiation. In accordance with rules of practice and procedure adopted by the Supreme Court of Florida for court-ordered mediation, Rule 1.700, et seq., of the Florida Rules of Civil Procedure, and Chapter 44, Florida Statutes. If the dispute remains unresolved after conducting such mediation, then either party may proceed to finalize such termination remedies and commence litigation in a court of competent jurisdiction.

Governing Law/Jurisdiction/Venue. This PO or MA shall be governed by the laws of the State of Florida and venue for any litigation arising from this PO or MA shall be in the County of Volusia, Florida, and any trial shall be non-jury. Each party agrees to bear its own costs and attorneys' fees relating to any dispute arising under this PO or MA. Provider shall comply with all applicable laws and regulations.

Insurance. For goods and services delivered or performed by Provider on County premises, Provider certifies it maintains comprehensive general liability insurance and auto insurance in the amounts identified in the solicitation and/or contract and any amendments thereto pertaining to this PO or MA, or from an A.M. Best "A -" or better rated insurance firm authorized by the State of Florida Insurance Commissioner. The County reserves the right to require the "County of Volusia" be named as additional insured for projects when deemed necessary. For services performed off County premises and goods delivered by third party carriers, the Provider shall use such carriers that maintain such insurance coverage as set forth above.

Intellectual Property. Provider agrees to protect, defend, indemnify, and save the County, its agents, officials, including elected officials, and employees of the County harmless from and against any and all claims, demands, actions, and causes of action which may arise asserting that a copyright, trademark, trade secret, or patent ("Intellectual Property"), as provided under this PO or MA, infringes or misappropriates any third party's Intellectual Property. If Provider must pay a third party any license, royalty, or other such usage fee in order to deliver the item(s) under this PO or MA, such third party and usage fee must be specified in the Provider's offer to sell to the County.

Indemnification. The Provider shall, at Provider's expense, indemnify, defend, and hold harmless the County, its officers, agents, and employees from or on account of any and all claims, actions, lawsuits, losses, expenses, injuries, damages, judgments, or liabilities of any kind whatsoever resulting from, arising out of, allegedly arising out of, or in connection with the Provider's performance or nonperformance of services pursuant to the Agreement and/or this PO or MA, whether said services are performed by the Provider, its agents, sub-agents, subcontractors, appointees, or employees, or on behalf of the Provider, unless said claims, actions, lawsuits, losses, expenses, injuries, damages, judgments, or liabilities result from, arise out of, or are in connection with the actions of the County, its officers, agents, or employees, for the sole benefit of the County and unrelated to the Provider's performance or nonperformance of its services under the Agreement and/or this Purchase Order.

Modification & Assignment. County may unilaterally change, at no additional cost, the quantity and receiving point within the County for items not yet shipped. All other items must be mutually agreed upon in writing. County is not required to pay for defective items, back-orders, late deliveries, those quantities exceeding the PO or MA quantity, or items shipped at a higher price than stated on the PO or MA. Neither this PO or MA nor any interest herein shall be assigned, transferred, or encumbered by Provider except as authorized in writing by the County.

Notices. All notices given by one party to the other party under this PO or MA shall be delivered to the receiving party's address set forth on this PO either by hand, qualified courier, or e-mail and shall be deemed received the day after it is transmitted. For the County, it shall be addressed to the Purchasing and Contracts Department, 123 West Indiana Avenue, 3rd Floor, DeLand, Florida, 32720 or purchasing@co.volusia.fl.us.

No Waiver. Except as expressly set forth herein, no failure or delay on the part of County in exercising any right, power, or remedy hereunder shall operate as or be deemed a waiver thereof, nor shall any single or partial exercise of any right, power, or remedy preclude any other or further exercise thereof, or the exercise of any other right, power, or remedy.

Order of Precedence. In the event of conflict between this PO or a Master Agreement (MA), the originating Volusia County contract and amendments thereto shall be controlling. This control shall pertain to all specifications and scopes of work included in the originating Volusia County contract and any amendments thereto.

Payment. Except for construction services, which shall be paid pursuant to the Florida Prompt Payment Act, County shall pay Provider within 45 (forty five) days after receipt of an accurate and undisputed invoice, unless the County accepts a prompt payment discount from Provider and the goods or services are not defective. Invoice, packing slip, delivery receipt, order acknowledgement, and correspondence shall clearly indicate the PO or MA number. Any additional or different terms and conditions on Provider's documents shall be considered null and void. The County may deduct amounts it is due from Provider's payment or not pay disputed invoices until such dispute is resolved. Nothing in this PO or MA shall create any obligation on the part of the County to pay directly to any subcontractor of Provider any monies due to such subcontractor or claims of such subcontractor for amounts owed by Provider to subcontractor for goods or services provided under this PO or MA.

Sovereign Immunity. The County expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with 5768.20, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement and/or this Purchase Order to the contrary, nothing in the Agreement and/or this Purchase Order shall be deemed as a waiver of immunity of limits of liability of the County beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the County for damages regardless of the number or nature of claims in tort, equity, or contract shall not exceed the dollar amount set by the legislature for tort.

Taxes. County is tax exempt from Manufacturers' Federal Excise Tax (Exemption# 49-8000-885) and Florida sales tax (Exemption# 85-6012622393C-8). Certificates are available at www.volusia.org/purchasing. After accessing the foregoing website, select, "Doing Business with Volusia County" and "Consumer Certificate of Tax Exemption" from the available menu screens to see a copy of the certificates.

UCC. In addition to any rights or remedies contained in this P.O., each party shall have rights, duties, and remedies available through the Uniform Commercial Code (UCC).

Warranty. Provider warrants that all Work or Services performed under this PO or MA shall be performed in a good and competent workmanlike manner to the satisfaction of the County, and materials shall be of good quality (unless otherwise stated on PO or MA), and free from defects and pursuant to specifications and requirements of the contract related to this PO or MA. Provider warrants merchantability of all goods or services and that they are fit for the ordinary purposes they are intended to serve.

Exhibit "B"

TASK AUTHORIZATION NO. ____

Standard Contract for Services dated ____
Between the City of Port Orange, Florida and ____

THIS Task Authorization is entered into by and between the CITY OF PORT ORANGE, FLORIDA, a chartered municipal corporation with its principal place of business at 1000 City Center Circle, Port Orange, Florida 32129 (the "City") and _____, a _____ corporation with its principal place of business at _____ ("Contractor"), and hereinafter collectively referred to as the "Parties," and is to that certain Standard Contract for Services dated _____, and any amendments thereto, hereinafter collectively referred to as the "Contract." The Parties, in exchange for the mutual covenants contained herein and in the Contract, agree as follows:

1. This Task Authorization expressly modifies the Contract and in the event of a conflict, the terms and conditions of this Task Authorization shall prevail.
2. In addition to all other terms and conditions contained in the Contract, Contractor shall provide services relating to _____ as more particularly described in the Scope of Services attached hereto and incorporated herein as Task Authorization Exhibit "A."
3. Contractor shall complete the services to be provided herein within _____ days of the date of written notice by the City to the Contractor.
4. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in Exhibit "____" attached hereto and made a part hereof for all purposes, subject to a limit up to but not to exceed \$_____. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.
5. Contractor shall provide a 100% Combination Payment and Performance Bond in accordance with Florida Statutes Section 255.05, including the Front Page and Certificate for Filing in Public Records, in a form substantially similar to the forms attached hereto as Task Authorization Exhibit "B," and acceptable to the Port Orange City Attorney, and recorded with the Clerk of Volusia County at Contractor's expense. A separate bond shall be provided from the Surety which identifies and covers the scope of work for the project stated in this Task Authorization along with all other provisions of this Task Authorization with the penal sum of such bond being not less than the contract sum described in this Task Authorization. If any surety bond furnished in connection with this Task Authorization becomes unacceptable to the City, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the City and a person supplying labor and materials in the prosecution of work contemplated by this Task Authorization No. ____.
6. This Task Authorization may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Task Authorization shall be deemed valid as if an original signature was delivered. No contract shall be formed between the Contractor and the City until the City signs this Task Authorization.

IN WITNESS WHEREOF, the Parties have made and executed this Task Authorization for the purposes herein expressed on the dates set forth below.

Witnesses: _____

Printed Name: _____ By: _____
Printed Name: _____
Title: _____

Printed Name: _____ Date: _____

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____ By: _____
Allen Green, Mayor

Printed Name: _____ Date: _____

Witnesses:

ATTEST:

Printed Name: _____ By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____ Date: _____

[CA ____]

Exhibit "C"

RETURN RECORDED DOCUMENT TO:

City Clerk
1000 City Center Circle
Port Orange, Florida 32129-4144

FRONT PAGE FOR BOND REQUIRED BY SECTION 255.05, F.S.

PAYMENT AND PERFORMANCE BOND

(Public Works)

Notice and Time Limitations Must Be In Accordance
With Section 255.05(2), (8) and (10), Florida Statutes

BOND NO. _____

PRINCIPAL:

Developer or Contractor: _____

Principal Business Address: _____

Contact Person: _____

Phone Number: _____

SURETY:

Address: _____

Contact Person: _____

Phone Number: _____

OWNER:

City of Port Orange, Florida, a chartered municipal corporation
1000 City Center Circle
Port Orange, Florida 32129-4144

Contact Person:

City Manager

Phone Number:

(386) 506-5501

Amount: \$ _____

City Case/Project No. _____

Description of Work: _____

Project Location: _____

Port Orange, Volusia County, Florida

Legal Description: _____

Front Page

All other pages are subsequent to this page regardless of any numbers that may be printed thereon.

Exhibit "C"

CERTIFICATE FOR FILING IN PUBLIC RECORDS

PAYMENT AND PERFORMANCE BOND

(Public Works)

In Compliance with Section 255.05(1)(a) Florida Statutes

Bond No. _____

The Principal, _____, a _____ corporation, by and through its undersigned representative, does hereby certify that the attached:

Payment and Performance Bond No. _____,

is a true and correct copy of the fully executed financial guarantee delivered to:

CITY OF PORT ORANGE, FLORIDA

pursuant to Section 255.05, Florida Statutes; as Owner/Holder of the subject property in trust for the public, for the public construction project known as:

_____ located in Port Orange, Volusia County, Florida, and identified by the City of Port Orange as Case No. _____.

All claimants are called upon to take notice of the notice requirements and time limitations prescribed by Sections 255.05(2), (8) and (10), Florida Statutes.

Contractor's Name and Address:

By: _____
Printed Name/Title: _____

STATE OF _____
COUNTY OF _____

The foregoing Certificate of Filing was acknowledged before me this _____ day of _____, 20____, by _____ of _____, a _____ corporation, the Principal named in the attached Payment and Performance Bond No. _____.

Notary, please check one:

- ☐ Personally known to me
☐ Produced identification

Notary Public, State of _____
Printed Name, Commission & Term Expiration Date:

Exhibit "C"

RETURN RECORDED DOCUMENT TO:

City Clerk
1000 City Center Circle
Port Orange, Florida 32129-4144

Name of Project

City Project No. _____

Bond No. _____

Space Reserved for Recording Data

**COMBINATION PAYMENT AND PERFORMANCE BOND
FOR
PUBLIC CONSTRUCTION**

per Section 255.05, Florida Statutes
Guaranty for Construction of Public Improvements

BY THIS BOND, We, _____ as Principal, and _____, a corporation, as Surety, are bound to CITY OF PORT ORANGE, FLORIDA, a Florida municipal corporation, herein called "Owner" or sometimes referred to as "City," in the sum of _____ DOLLARS (\$_____), for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the terms of that certain _____ having an effective date of _____, entered into by and between the Principal and the City, for _____, hereinafter referred to as the "Contract," being made a part of this bond by reference, at the times and in the manner prescribed in the Contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the Contract (the "Work"); and
3. Pays Owner all losses, damages, delay damages (including contractually authorized liquidated damages), expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a breach or material breach by Principal under the Contract documents; and
4. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract, then this bond is void; otherwise it remains in full force.

Notice of Nonpayment and Time Limitations

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Sections 255.02(2), (8) and (10), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

Exhibit "C"

IN WITNESS WHEREOF, this performance and payment bond is executed in duplicate originals, each of which shall be deemed an original, this _____, day of _____, 20__.

Attest:

(Name of Principal)

(As to Corporate Principal) Secretary

By: _____

Name/Title: _____

(Witness to Principal)

(Corporate Seal)

(Surety)

(Witness to Surety)

By: _____

Name: _____

(Attorney-in-Fact)

(Corporate Seal)

NOTE: Date of BOND must not be prior to date of Contract. If Developer/Principal is Partnership, all partners should execute BOND. All BONDS signed by an agent must be accompanied by a certified copy of the authority to act.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/08/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER N.T. Vincent Insurance P.O. Box 1711 Daytona Beach, FL 32115-1711 Phone: 386-258-1515 Fax: 386-258-5271	CONTACT NAME: D. Glenn Vincent, CPCU PHONE (A/C, No, Ext): 386-258-1515 FAX (A/C, No): 386-258-5271 E-MAIL ADDRESS: glenn_vincent@msn.com														
INSURED Economy Electric Company Latour Enterprizes, Inc dba 538 West Street Daytona Beach, FL 32114	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Scottsdale Indemnity Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B: Bridgefield Employers Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C: Scottsdale Insurance Company</td> <td></td> </tr> <tr> <td>INSURER D: American Zurich Insurance Company</td> <td></td> </tr> <tr> <td>INSURER E: Navigators Specialty Insurance Company</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Scottsdale Indemnity Insurance Company		INSURER B: Bridgefield Employers Insurance Company		INSURER C: Scottsdale Insurance Company		INSURER D: American Zurich Insurance Company		INSURER E: Navigators Specialty Insurance Company		INSURER F:	
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INSURER E: Navigators Specialty Insurance Company															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY						EACH OCCURRENCE \$1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Each occurrence) \$100,000
	☐ CLAIMS-MADE ☒ OCCUR	X	X	CPS1891624	01/01/14	01/01/15	MED EXP (Any one person) \$5,000
	☒ \$1,000 Deductible						PERSONAL & ADV INJURY \$1,000,000
	☒ Contractual Liability						GENERAL AGGREGATE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$2,000,000
	☐ POLICY ☒ PROJECT ☐ LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Each accident) \$1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	X	X	0651503C	01/01/14	01/01/15	BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS NON-OWNED AUTOS						\$
E	UMBRELLA LIAB ☒ OCCUR						EACH OCCURRENCE \$4,000,000
	☒ EXCESS LIAB ☐ CLAIMS-MADE	X	X	NE284873	01/01/14	01/01/15	AGGREGATE \$4,000,000
	DED ☒ RETENTION \$None						Ex of GL, Auto, EL \$
							X WC STATUTORY LIMITS OTH-ER
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	830-81548	01/01/14	01/01/15	E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Equipment Floater-Leased Eq.			EC65515738	01/01/14	01/01/15	\$250,000 Any item \$1,000 ded.
D	Installation Coverage			EC04379246	01/01/14	01/01/15	\$1,000,000 All items \$5,000 ded.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is an Additional Insured

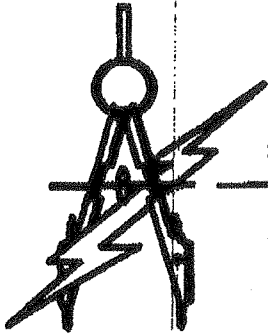
CERTIFICATE HOLDER

CANCELLATION

City of Port Orange 1000 City Center Circle Port Orange, FL 32129 Phone: (386)506-5500 Fax: (386)756-5290	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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(386) 252-0573
Fax (386) 239-0721



Economy Electric Company

Engineers

EC0002188
E0043445
B0000287

Electrical

538 West Street
Daytona Beach
Florida 32114

Contractors

EC0002189
EC0000709
EC0001197

November 20, 2014

City of Port Orange
1000 City Center Circle
Port Orange, FL 32129

Attn: Jake Murrison, City Attorney's Office

Dear Jake:

I, Billy Wiggins, Sr., President of Economy Electric Company, would like to authorize Joseph P. Wiggins, Secretary of Economy Electric Company, to sign and enter into contract with the City of Port Orange on behalf of Economy Electric Company.

If I can be of further service, please do not hesitate to call. My cell phone number is 386-846-8627.

Sincerely,

Billy Wiggins, Sr.
President

BWS/cac



Master Agreement

NO. 870 3698A - 2

TERM: 2014-12-01 to 2015-11-30

Page 1 of 2

Date Issued: 01/06/15

Vendor contact: Name: BILLY E. WIGGINS Phone: 386-252-0573 Ext.: E-mail: billywigginsr@economyelectricco.com	County contact: Name: KEVIN KANE Phone: 386-248-1760 Ext.: E-mail: KKane@co.volusia.fl.us	Bill To: County of Volusia AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720
Vendor Name: ECONOMY ELECTRIC CO 538 WEST STREET DAYTONA BEACH, FL 32114	Vendor No. ECE21190000	Ship To: AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720
Solicitation Number: 2363,11-B-160KW Award Date: 2014-11-20 Award Authorization: COUNCIL	Purchasing Analyst: ANDREW KOKITUS Phone: 386-943-7009 Ext.: E-mail: akokitus@volusia.org Payment Terms: Net 45 Days, FOB Dest, Freight allowed	
Document Description: Electrical Services in accordance with 11-B-160KW		

Line Item	Commodity Code	Unit	Description	Unit Price or Contract Amount
2	91082	HOUR	Apprentice Electrician, Reg. Hours (7am-5pm).	22.80000
3	91082	HOUR	Journeyman Electrician, Reg. Hours (7am-5pm).	42.00000
5	91082	HOUR	Journeyman Electrician, After Hours (After 5pm).	63.00000
6	91082	HOUR	Apprentice Electrician, After Hours (After 5pm).	34.20000
8	91082	HOUR	Journeyman Electrician, Weekend/Holiday	63.00000
9	91082	HOUR	Apprentice Electrician, Weekend/Holiday	34.20000
11	91082	EA	Parts + 10% in accordance with 11-B-160KW.	0.00000

A delivery order is required for the release of items / services from the referenced Master Agreement. If a solicitation number is referenced then the terms and conditions of said solicitation become part of the Master Agreement. Deviation from prices stated is not permitted without a signed corrected Change Order.

If vendor terms and conditions conflict with Count of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.

Purchase Order (PO) or Master Agreement (MA) Terms and Conditions

Providing any good or service constitutes acceptance of this entire PO or MA without exception

Delivery. Title and risk of loss shall pass when items have been received, inspected, and accepted by County of Volusia ("County"). All associated shipping, insurance, and other related costs shall be borne by Provider.

Discontinued. Provider shall give County 30 (thirty) days advance notice of a discontinued item(s) so that County can purchase additional quantities of discontinued item(s). County must give written approval of replacement(s) if they exceed previous price or fail to meet quality, form, fit, or function of the discontinued item. Time is of the essence regarding Performance of Services and this PO or MA can be terminated by the County for convenience, non-appropriation of funds, or non-performance.

Disputes. If such dispute arises under this PO or MA and is not resolved informally by the parties within five (5) business days, the party bringing a claim ("Disputing Party") shall deliver to the first level representative of the other party a written statement ("Dispute Notice") describing the dispute. If the respective representatives cannot resolve the dispute within ten (10) days, the dispute shall be escalated through two higher levels of management. If the dispute has not been resolved within 25 (twenty-five) calendar days after delivery of the Disputing Party's notice, either party may give written notice to the other party declaring the resolution process terminated and pursue other legal recourse or initiate formal non-binding mediation before a single mediator, which shall be completed within 30 (thirty) days of initiation, in accordance with rules of practice and procedure adopted by the Supreme Court of Florida for court-ordered mediation, Rule 1.700, et seq., of the Florida Rules of Civil Procedure, and Chapter 44, Florida Statutes. If the dispute remains unresolved after conducting such mediation, then either party may proceed to finalize such termination remedies and commence litigation in a court of competent jurisdiction.

Governing Law/Jurisdiction/Venue. This PO or MA shall be governed by the laws of the State of Florida and venue for any litigation arising from this PO or MA shall be in the County of Volusia, Florida, and any trial shall be non-jury. Each party agrees to bear its own costs and attorneys' fees relating to any dispute arising under this PO or MA. Provider shall comply with all applicable laws and regulations.

Insurance. For goods and services delivered or performed by Provider on County premises, Provider certifies it maintains comprehensive general liability insurance and auto insurance in the amounts identified in the solicitation and/or contract and any amendments thereto pertaining to this PO or MA, or from an A.M. Best "A -" or better rated insurance firm authorized by the State of Florida Insurance Commissioner. The County reserves the right to require the "County of Volusia" be named as additional insured for projects when deemed necessary. For services performed off County premises and goods delivered by third party carriers, the Provider shall use such carriers that maintain such insurance coverage as set forth above.

Intellectual Property. Provider agrees to protect, defend, indemnify, and save the County, its agents, officials, including elected officials, and employees of the County harmless from and against any and all claims, demands, actions, and causes of action which may arise asserting that a copyright, trademark, trade secret, or patent ("Intellectual Property"), as provided under this PO or MA, infringes or misappropriates any third party's Intellectual Property. If Provider must pay a third party any license, royalty, or other such usage fee in order to deliver the item(s) under this PO or MA, such third party and usage fee must be specified in the Provider's offer to sell to the County.

Indemnification. The Provider shall indemnify, defend, and hold harmless the County and its agents, officers, and employees, from and against all claims, damages, losses, and expenses, including, but not limited to, attorney's fees arising out of or resulting from the provision of goods and/or services pursuant to the Agreement and/or this PO or MA, provided that the claim, damage, loss, and expense is caused in whole or in part by any negligent act or omission of the Provider, or anyone directly or indirectly employed by Provider or anyone for whose acts the Provider may be liable hereunder, except the Provider will not be required to indemnify and hold the County harmless if such claim, damage, loss, and expense is the result of the sole negligence of the County or of anyone directly or indirectly employed by the County or anyone for whose acts the County may be liable.

Modification & Assignment. County may unilaterally change, at no additional cost, the quantity and receiving point within the County for items not yet shipped. All other items must be mutually agreed upon in writing. County is not required to pay for defective items, back-orders, late deliveries, those quantities exceeding the PO or MA quantity, or items shipped at a higher price than stated on the PO or MA. Neither this PO or MA nor any interest herein shall be assigned, transferred, or encumbered by Provider except as authorized in writing by the County.

Notices. All notices given by one party to the other party under this PO or MA shall be delivered to the receiving party's address set forth on this PO either by hand, qualified courier, or e-mail and shall be deemed received the day after it is transmitted. For the County, it shall be addressed to the Purchasing and Contracts Department, 123 West Indiana Avenue, 3rd Floor, DeLand, Florida, 32720 or purchasing@volusia.org.

No Waiver. Except as expressly set forth herein, no failure or delay on the part of County in exercising any right, power, or remedy hereunder shall operate as or be deemed a waiver thereof, nor shall any single or partial exercise of any right, power, or remedy preclude any other or further exercise thereof, or the exercise of any other right, power, or remedy.

Order of Precedence. In the event of conflict between this PO or a Price Agreement (PA), the originating Volusia County contract and amendments thereto shall be controlling. This control shall pertain to all specifications and scopes of work included in the originating Volusia County contract and any amendments thereto. Payment. Except for construction services, which shall be paid pursuant to the Florida Prompt Payment Act, County shall pay Provider within 45 (forty-five) days after receipt of an accurate and undisputed invoice, unless the County accepts a prompt payment discount from Provider and the goods or services are not defective. Invoice, packing slip, delivery receipt, order acknowledgement, and correspondence shall clearly indicate the PO or MA number. Any additional or different terms and conditions on Provider's documents shall be considered null and void. The County may deduct amounts it is due from Provider's payment or not pay disputed invoices until such dispute is resolved. Nothing in this PO or MA shall create any obligation on the part of the County to pay directly to any subcontractor of Provider any monies due to such subcontractor or claims of such subcontractor for amounts owed by Provider to subcontractor for goods or services provided under this PO or MA.

Sovereign Immunity. The County expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement, Master Agreement, and/or this Purchase Order to the contrary, nothing in any such documents shall be deemed as a waiver of immunity or the limitations of liability of the County beyond any statutory limited waiver of immunity or limits of liability which may have been or may be adopted by the Florida Legislature, and the cap on the amount and liability of the County for damages regardless of the number or nature of claims in tort, equity, or contract shall not exceed the dollar amount set by the legislature for tort. Nothing in the Agreement, Master Agreement, or this Purchase Order shall inure to the benefit of any third party for the purpose of allowing any claim against the County, which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

Taxes. County is tax exempt from Manufacturers' Federal Excise Tax (Exemption# 49-6000-885) and Florida sales tax (Exemption# 85-8012622393C-9). Certificates are available at www.volusia.org/purchasing. After accessing the foregoing website, select, "Doing Business with Volusia County" and "Consumer Certificate of Tax Exemption" from the available menu screens to see a copy of the certificates. UCC. In addition to any rights or remedies contained in this P.O., each party shall have rights, duties, and remedies available through the Uniform Commercial Code (UCC).

Warranty. Provider warrants that all Work or Services performed under this PO or MA shall be performed in a good and competent workmanlike manner to the satisfaction of the County, and materials shall be of good quality (unless otherwise stated on PO or MA), and free from defects and pursuant to specifications and requirements of the contract related to this PO or MA. Provider warrants merchantability of all goods or services and that they are fit for the ordinary purposes they are intended to serve.



Master Agreement

TERM: 2014-12-01 to 2015-11-30

NO. 870 3698A - 2

Page 2 of 2

Date Issued: 01/06/15

Line Item	Commodity Code	Unit	Description	Unit Price or Contract Amount
12	91082	HOUR	Electrical Supervisor, Reg. Hours (7am-5pm).	45.00000
13	91082	HOUR	Electrical Supervisor, After Hours (After 5pm).	67.50000
14	91082	HOUR	Electrical Supervisor, Weekend/Holiday	67.50000
15	91082	HOUR	The crane rental will include an operator and be charged at Electrical Services - Crane Rental - cost plus 10%.	0.00000

Jeaniene Jennings CPPB
Purchasing & Contracts Director

County of Volusia
Sales Tax Exemption Number
85-8012622393C-9

Remainder of page is blank

A delivery order is required for the release of items / services from the referenced Master Agreement. If a solicitation number is referenced then the terms and conditions of said solicitation become part of the Master Agreement. Deviation from prices stated is not permitted without a signed corrected Change Order.

If vendor terms and conditions conflict with Count of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.

Purchase Order (PO) or Master Agreement (MA) Terms and Conditions

Providing any good or service constitutes acceptance of this entire PO or MA without exception

Delivery. Title and risk of loss shall pass when items have been received, inspected, and accepted by County of Volusia ("County"). All associated shipping, insurance, and other related costs shall be borne by Provider.

Discontinued. Provider shall give County 30 (thirty) days advance notice of a discontinued item(s) so that County can purchase additional quantities of discontinued item(s). County must give written approval of replacement(s) if they exceed previous price or fail to meet quality, form, fit, or function of the discontinued item. Time is of the essence regarding Performance of Services and this PO or MA can be terminated by the County for convenience, non-appropriation of funds, or non-performance.

Disputes. If such dispute arises under this PO or MA and is not resolved informally by the parties within five (5) business days, the party bringing a claim ("Disputing Party") shall deliver to the first level representative of the other party a written statement ("Dispute Notice") describing the dispute. If the respective representatives cannot resolve the dispute within ten (10) days, the dispute shall be escalated through two higher levels of management. If the dispute has not been resolved within 25 (twenty-five) calendar days after delivery of the Disputing Party's notice, either party may give written notice to the other party declaring the resolution process terminated and pursue other legal recourse or initiate formal non-binding mediation before a single mediator, which shall be completed within 30 (thirty) days of initiation, in accordance with rules of practice and procedure adopted by the Supreme Court of Florida for court-ordered mediation, Rule 1.700, et seq., of the Florida Rules of Civil Procedure, and Chapter 44, Florida Statutes. If the dispute remains unresolved after conducting such mediation, then either party may proceed to finalize such termination remedies and commence litigation in a court of competent jurisdiction.

Governing Law/Jurisdiction/Venue. This PO or MA shall be governed by the laws of the State of Florida and venue for any litigation arising from this PO or MA shall be in the County of Volusia, Florida, and any trial shall be non-jury. Each party agrees to bear its own costs and attorneys' fees relating to any dispute arising under this PO or MA. Provider shall comply with all applicable laws and regulations.

Insurance. For goods and services delivered or performed by Provider on County premises, Provider certifies it maintains comprehensive general liability insurance and auto insurance in the amounts identified in the solicitation and/or contract and any amendments thereto pertaining to this PO or MA, or from an A.M. Best "A -" or better rated insurance firm authorized by the State of Florida Insurance Commissioner. The County reserves the right to require the "County of Volusia" be named as additional insured for projects when deemed necessary. For services performed off County premises and goods delivered by third party carriers, the Provider shall use such carriers that maintain such insurance coverage as set forth above.

Intellectual Property. Provider agrees to protect, defend, indemnify, and save the County, its agents, officials, including elected officials, and employees of the County harmless from and against any and all claims, demands, actions, and causes of action which may arise asserting that a copyright, trademark, trade secret, or patent ("Intellectual Property"), as provided under this PO or MA, infringes or misappropriates any third party's Intellectual Property. If Provider must pay a third party any license, royalty, or other such usage fee in order to deliver the item(s) under this PO or MA, such third party and usage fee must be specified in the Provider's offer to sell to the County.

Indemnification. The Provider shall indemnify, defend, and hold harmless the County and its agents, officers, and employees, from and against all claims, damages, losses, and expenses, including, but not limited to, attorney's fees arising out of or resulting from the provision of goods and/or services pursuant to the Agreement and/or this PO or MA, provided that the claim, damage, loss, and expense is caused in whole or in part by any negligent act or omission of the Provider, or anyone directly or indirectly employed by Provider or anyone for whose acts the Provider may be liable hereunder, except the Provider will not be required to indemnify and hold the County harmless if such claim, damage, loss, and expense is the result of the sole negligence of the County or of anyone directly or indirectly employed by the County or anyone for whose acts the County may be liable.

Modification & Assignment. County may unilaterally change, at no additional cost, the quantity and receiving point within the County for items not yet shipped. All other items must be mutually agreed upon in writing. County is not required to pay for defective items, back-orders, late deliveries, those quantities exceeding the PO or MA quantity, or items shipped at a higher price than stated on the PO or MA. Neither this PO or MA nor any interest herein shall be assigned, transferred, or encumbered by Provider except as authorized in writing by the County.

Notices. All notices given by one party to the other party under this PO or MA shall be delivered to the receiving party's address set forth on this PO either by hand, qualified courier, or e-mail and shall be deemed received the day after it is transmitted. For the County, it shall be addressed to the Purchasing and Contracts Department, 123 West Indiana Avenue, 3rd Floor, DeLand, Florida, 32720 or purchasing@volusia.org.

No Waiver. Except as expressly set forth herein, no failure or delay on the part of County in exercising any right, power, or remedy hereunder shall operate as or be deemed a waiver thereof, nor shall any single or partial exercise of any right, power, or remedy preclude any other or further exercise thereof, or the exercise of any other right, power, or remedy.

Order of Precedence. In the event of conflict between this PO or a Price Agreement (PA), the originating Volusia County contract and amendments thereto shall be controlling. This control shall pertain to all specifications and scopes of work included in the originating Volusia County contract and any amendments thereto. Payment. Except for construction services, which shall be paid pursuant to the Florida Prompt Payment Act, County shall pay Provider within 45 (forty-five) days after receipt of an accurate and undisputed invoice, unless the County accepts a prompt payment discount from Provider and the goods or services are not defective. Invoice, packing slip, delivery receipt, order acknowledgement, and correspondence shall clearly indicate the PO or MA number. Any additional or different terms and conditions on Provider's documents shall be considered null and void. The County may deduct amounts it is due from Provider's payment or not pay disputed invoices until such dispute is resolved. Nothing in this PO or MA shall create any obligation on the part of the County to pay directly to any subcontractor of Provider any monies due to such subcontractor or claims of such subcontractor for amounts owed by Provider to subcontractor for goods or services provided under this PO or MA.

Sovereign Immunity. The County expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of the Agreement, Master Agreement, and/or this Purchase Order to the contrary, nothing in any such documents shall be deemed as a waiver of immunity or the limitations of liability of the County beyond any statutory limited waiver of immunity or limits of liability which may have been or may be adopted by the Florida Legislature, and the cap on the amount and liability of the County for damages regardless of the number or nature of claims in tort, equity, or contract shall not exceed the dollar amount set by the legislature for tort. Nothing in the Agreement, Master Agreement, or this Purchase Order shall inure to the benefit of any third party for the purpose of allowing any claim against the County, which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

Taxes. County is tax exempt from Manufacturers' Federal Excise Tax (Exemption# 49-6000-885) and Florida sales tax (Exemption# 85-8012622393C-9). Certificates are available at www.volusia.org/purchasing. After accessing the foregoing website, select, "Doing Business with Volusia County" and "Consumer Certificate of Tax Exemption" from the available menu screens to see a copy of the certificates. UCC. In addition to any rights or remedies contained in this P.O., each party shall have rights, duties, and remedies available through the Uniform Commercial Code (UCC).

Warranty. Provider warrants that all Work or Services performed under this PO or MA shall be performed in a good and competent workmanlike manner to the satisfaction of the County, and materials shall be of good quality (unless otherwise stated on PO or MA), and free from defects and pursuant to specifications and requirements of the contract related to this PO or MA. Provider warrants merchantability of all goods or services and that they are fit for the ordinary purposes they are intended to serve.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Southeast Regional Marine Patrol Interlocal Agreement

DEPARTMENT: Police Services

RECOMMENDED MOTION: Move to approve renewal of the Interlocal Agreement for the Southeast Marine Patrol Unit and authorizing the Mayor and City Clerk to execute the Interlocal Agreement on behalf of the City.

SUMMARY: The Interlocal Agreement provides for the establishment of the Southeast Regional Marine Patrol Unit. The cities of Port Orange, New Smyrna Beach, South Daytona and the Town of Ponce Inlet seek to continue the Southeast Regional Marine Patrol Unit to provide law enforcement and boater safety on the Halifax and Indian Rivers from Daytona Beach to Edgewater. The Port Orange Police Department is requesting to renew the Interlocal Agreement for an additional five years.

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Interlocal Agreement	Interlocal Agreement.pdf
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Grabowski, Debbie
Monahan, Gerald
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/19/2015
Approved - 08/19/2015
Approved - 09/03/2015
Final Approval - 09/03/2015

**INTERLOCAL AGREEMENT PROVIDING FOR THE RENEWAL
OF THE SOUTHEAST REGIONAL MARINE PATROL UNIT**

THIS INTERLOCAL AGREEMENT, made and entered into the date hereafter provided pursuant to the authority contained in Chapter 163, Florida Statutes, by and between the Cities of New Smyrna Beach, Port Orange, South Daytona, Daytona Beach Shores, Daytona Beach, Edgewater and the Town of Ponce Inlet, in the State of Florida, renewing a regional marine patrol unit for the following purposes: 1) To continue a police presence on the Halifax and Indian Rivers and its tributaries within these jurisdictions; 2) To promote boater safety; and 3) To assist with law enforcement.

WITNESSETH:

WHEREAS, the Parties to this Agreement are authorized pursuant to the Florida Interlocal Cooperation Act of 1969 as set forth in Section 163.01, et seq., Florida Statutes (hereinafter the "Act") to make efficient use of their respective powers, resources, authority and capabilities by enabling them to cooperate on the basis of mutual advantage and thereby provide the facilities and efforts identified herein in the manner that will best utilize existing resources, powers and authority available to each of them; and

WHEREAS, it is a purpose of the Act to provide a means by which the following Cities of New Smyrna Beach, Port Orange, South Daytona, Daytona Beach Shores, Daytona Beach, Edgewater, and the Town of Ponce Inlet (collectively the "Parties"), may exercise their respective power, privileges and authority which they may separately exercise, but which pursuant to this Interlocal Agreement and Act may exercise collectively; and

WHEREAS, the Cities of Port Orange, New Smyrna Beach, South Daytona and the Town of Ponce Inlet seek to continue the Southeast Regional Marine Patrol Unit ("Marine Unit") to provide law enforcement and promote boater safety on the Halifax and Indian Rivers and its tributaries in these municipal jurisdictions from Daytona Beach to Edgewater, Florida, inclusive; and

WHEREAS, the additional benefits afforded the citizens of the respective municipalities are in their best interests and each municipality;

WHEREAS, the Parties have already entered into a Mutual Aid Agreement for law enforcement assistance over jurisdictional lines;

NOW THEREFORE, in consideration of the premises, mutual covenants, provisions and representations contained herein, constituting good and valuable consideration, the Parties hereto agree as follows:

SECTION 1: That the above recitals are true and correct and are hereby adopted, incorporated into and made an integral part hereof.

SECTION 2: A Marine Unit will patrol the Halifax and Indian Rivers and its tributaries from Daytona Beach to Edgewater, Florida, inclusive. The Marine Unit will be utilized during the following times: 1) weekends between the months of May to October, inclusive; 2) observed holidays; 3) when needed in an emergency, and 4) other days as mutually agreed upon by the Policy Board.

SECTION 3: (a) The Parties agree to the routine marine patrol of the waterways over their jurisdictions. The Parties agree that the officers on the Marine Unit shall be empowered to render enforcement assistance if the following occurs: 1) a violation of Florida Statutes occurs in the presence of the officers; 2) the assistance is requested by a municipality or agency having jurisdiction in the waterway; 3) assistance is needed with critical, life threatening or public safety situations; 4) assistance is needed for the prevention of bodily injury to citizens. All other provisions of the Mutual Aid Agreement shall apply.

(b) Patrol duties shall include: 1) response to calls for service; 2) safety boat inspections; 3) speed enforcement and safe boat operation including No Wake Zone enforcement; 4) Manatee Zone enforcement; 5) assisting Daytona Beach Police Department and its marine unit, the Florida Fish and Wildlife Conservation Commission officers, U.S. Coast Guard personnel and any other agency with incidents arising within the jurisdictions of the Parties hereto; 6) assistance with boating accidents but not conducting said investigations.

SECTION 4: By entering into this Interlocal Agreement, all Parties are authorizing patrols and response to calls for assistance on the waterways within their respective jurisdictions.

SECTION 5: In addition to the above, the Cities of Port Orange, New Smyrna Beach, South Daytona and the Town of Ponce Inlet further agree to the following:

a) The costs associated with repair, maintenance, fuel, insurance and supplies shall be shared equally between Port Orange, New Smyrna Beach, South Daytona and the Town of Ponce Inlet. In the event one of the four (4) foregoing Parties terminates its participation in this Agreement, the remaining Parties shall share the costs equally.

b) The patrol boat utilized shall be equipped with all necessary navigation and law enforcement equipment to conduct safe and effective patrols and boarding operations. The specific property shared pursuant to this agreement but subject to change during the course of this agreement is a 2004 21' Boston Whaler Justice Center Console hull identification number WCG00404D404 and a 2009 22' Continental trailer, serial number 1ZJBB222X9C009652. The property shall continue to be titled and registered in the name of the City of Port Orange.

c) The Chief of Police from Port Orange, New Smyrna Beach, South Daytona and Ponce Inlet shall comprise a Policy Board that will promulgate the Standard Operating Procedures for the Marine Unit. The Board is authorized to develop procedures that provide for enhanced services or efficiencies to meet the objectives of the Marine Unit. The Policy Board shall also provide administrative oversight. The Policy Board shall be authorized to contract with the City of Port Orange for administrative services, including but not limited to financial accounting, to be rendered for the Marine Unit.

d) Two officers shall staff the Marine Unit at all times, with at least one being from New Smyrna Beach, Ponce Inlet, South Daytona or Port Orange, unless otherwise determined by the Policy Board. Preferably, officers from two different jurisdictions shall staff the Marine Unit unless otherwise determined by the Policy Board. Officers from New Smyrna Beach, Ponce Inlet, South Daytona and Port Orange shall rotate assignments. Each Party shall be responsible for all costs and expenses of the officer(s) from said Party.

e) Each officer assigned to the Marine Unit will undergo 40 hours of training that will be conducted by the U.S. Coast Guard and Florida Fish and Wildlife Conservation Commission, and other such training that may be required by law or determined by the Policy Board.

f) The Marine Unit will operate on LE5, unless directed otherwise by Volusia County Central Dispatch or the Policy Board. This will provide direct communications to Port Orange, Ponce Inlet and Daytona Beach patrol units. If contact with New Smyrna or Edgewater is needed, the Marine Unit can switch to LE7, but should ensure Central is aware.

g) The coordination of maintenance of the Marine Unit will be the responsibility of the Port Orange Police Department. All equipment will be stored at the Port Orange Police Department or other agreed location when not being used. The vessel will only be launched from an established permanent boat ramp unless otherwise determined by the Policy Board.

h) Weaponry on the Marine Unit may include one shotgun and/or one AR-15 rifle. Officers will wear their respective approved police department uniforms, equipment and weapons while on duty.

SECTION 6: Any party, independent of the other party's interests, may terminate its participation in this Agreement by providing the other Parties with at least 180 days prior written notice of the intent to terminate its participation in this Agreement. Termination by any party does not entitle that party to reimbursement for any financial or equipment contribution. If the property to this Agreement becomes unusable or obsolete, the property may be sold by the City of Port Orange, pursuant to Sec. 2-262, Port Orange Code of Ordinances, with the proceeds being utilized to purchase replacement equipment. However, if the Marine Unit ceases its operations, the property may be sold, pursuant to Sec. 2-262, Port Orange Code of Ordinances, with the proceeds being paid to each party in equal percentages.

SECTION 7: Each party engaging in any mutual cooperation and assistance, pursuant to this Agreement, agrees to assume liability for the acts, omissions, or conduct of its own employees and activities. ~~The participating agencies shall defend, save and hold harmless, and indemnify each agency (inclusive of its officers, employees, authorized agents, and representatives) from any and all actions, suits, claims, demands, liabilities, costs, and expenses for bodily injury, sickness, disease, death or property damage or loss of use thereof (including reasonable attorney fees and taxable costs through and including any and all appeals), arising from any act or omission by any Party to this Agreement (inclusive of its elected and appointed officers, employees, authorized agents, and representatives) as a result of the acts of any signature Parties' activities pursuant to this Agreement.~~

SECTION 8: Each participating municipality expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. All of the privileges and immunities from liability; exemptions from laws, ordinances and rules; and pensions and relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents, or employees of each party when performing their respective functions within the territorial limits for their respective agencies shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents, or employees extraterritorially under the provisions of this Agreement.

SECTION 9: This Interlocal Agreement may be amended by mutual written agreement of the Parties. Any amendments to this Interlocal Agreement shall be effective upon being filed and recorded with the Clerk of the Circuit Court of Volusia County, Florida.

SECTION 10: This Interlocal Agreement shall become effective upon being filed and recorded with the Clerk of the Circuit Court, Volusia County, Florida. This Interlocal Agreement shall remain in effect for five years and may be extended for an additional term of five years upon written approval of the Parties.

SECTION 11: It shall be the responsibility of the Police Chief for the City of Port Orange to deliver the fully executed Interlocal Agreement to the City Clerk for the City of Port Orange for recording. The failure of any named City to sign this Interlocal Agreement shall not affect the validity of this Agreement between the other executory Parties.

IN WITNESS WHEREOF, the Parties hereto, by and through the undersigned have entered into this Interlocal Agreement in counterparts on the date and year hereafter written.

**REMAINDER OF THIS PAGE
LEFT BLANK**

CITY OF PORT ORANGE, FLORIDA,
a municipal corporation

By: _____
Allen Green, Mayor

Police Chief

Attest: _____
Robin L. Fenwick, CMC, City Clerk

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 2015, by ALLEN GREEN and MICHAEL H. JOHANSSON, as Mayor and City Manager, respectively, of the City of Port Orange, Florida, on behalf of the city. They are personally known to me or have produced _____ as identification, and who (did) _____ (did not) _____ take an oath.

Notary Public, State of Florida at Large
*Printed, typed or stamped name, commission and expiration of
commission term:*

TOWN OF PONCE INLET, FLORIDA,
a municipal corporation

Frank Fatur
Police Chief

By: Gary Smith
Gary Smith, Mayor

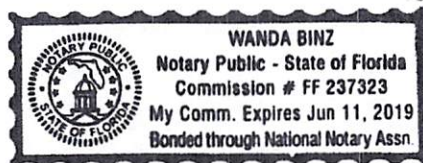
Attest: Jeaneen Clauss Witt
Jeaneen Clauss Witt, Town Manager

Date: 5/21/15

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 21st day of May, 2015, by GARY SMITH and JEANEEN CLAUSS WITT, as Mayor and Town Manager, respectively, of the Town of Ponce Inlet, Florida, on behalf of the city. They are personally known to me or have produced _____ as identification, and who (did) _____ (did not) ✓ take an oath.

Wanda Binz
Notary Public, State of Florida at Large
Printed, typed or stamped name, commission and expiration of
commission term:



CITY OF NEW SMYRNA BEACH, FLORIDA,
a municipal corporation

M. D. Coffey
Police Chief

By:

James W. Hathaway, Mayor

Attest:

Johnny R. Bledsoe, City Clerk

Date:

August 17, 2015

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 17 day of AUGUST, 2015, by JAMES W. HATHAWAY and JOHNNY R. BLEDSOE, as Mayor and City Clerk, respectively, of the City of New Smyrna Beach, Florida, on behalf of the city. They are personally known to me or have produced _____ as identification, and who (did) _____ (did not) ☒ take an oath.

Tammy M. Kosorok

Notary Public, State of Florida at Large

Printed, typed or stamped name, commission and expiration of commission term:



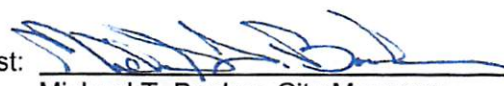
CITY OF DAYTONA BEACH SHORES, FLORIDA,
a municipal corporation



Police Chief

By: 

Harry Jennings, Mayor

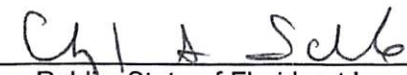
Attest: 

Michael T. Booker, City Manager

Date: 5/6/15

STATE OF FLORIDA
COUNTY OF VOLUSIA

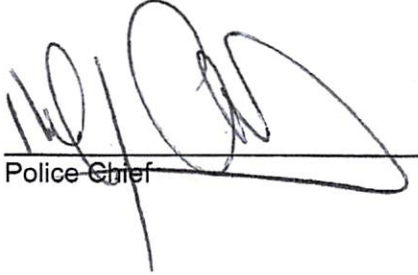
The foregoing instrument was acknowledged before me this 6 day of May, 2015, by HARRY JENNINGS and MICHAEL T. BOOKER, as Mayor and City Manager, respectively, of the City of Daytona Beach Shores, Florida on behalf of the city. They are personally known to me or have produced _____ as identification, and who (did) _____ (did not) ☒ take an oath.



Notary Public, State of Florida at Large
Printed, typed or stamped name, commission and expiration of
commission term:

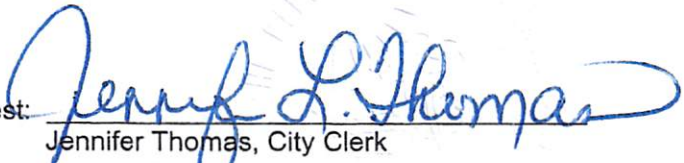


CITY OF DAYTONA BEACH, FLORIDA,
a municipal corporation



Police Chief

By: 
Derrick L. Henry, Mayor

Attest: 
Jennifer Thomas, City Clerk

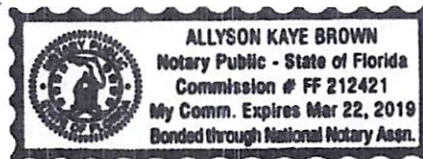
Date: 04/15/15

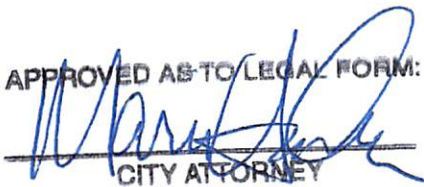
STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 15th day of April, 2015, by DERRICK L. HENRY and JENNIFER THOMAS, as Mayor and City Clerk, respectively, of the City of Daytona Beach, Florida, on behalf of the city. They are personally known to me or have produced _____ as identification, and who (did) _____ (did not) ☒ take an oath.



Notary Public, State of Florida at Large
Printed, typed or stamped name, commission and expiration of
commission term:



APPROVED AS TO LEGAL FORM:


CITY ATTORNEY

CITY OF EDGEWATER, FLORIDA,
a municipal corporation

[Signature]
Police Chief

By:

Michael Ignasiak
Michael Ignasiak, Mayor

Attest:

Bonnie Wenzel
Bonnie Wenzel, City Clerk

Date:

5/11/15

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 11th day of may, 2015, by MICHAEL IGNASIAK and BONNIE WENZEL, as Mayor and City Clerk, respectively, of the City of Edgewater, Florida on behalf of the city. They are personally known to me or have produced _____ as identification, and who (did) _____ (did not) ✓ take an oath.

Lynne Buckingham

Notary Public, State of Florida at Large

Printed, typed or stamped name, commission and expiration of commission term:



CITY OF SOUTH DAYTONA,
a municipal corporation

Ronald K. Wright
Police Chief

By: George Fisk Locke III
George Fisk Locke III, Mayor

Attest: Joseph W. Yarbrough
Joseph W. Yarbrough, City Manager

Date: May 6th, 2015

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 6th day of May, 2015, by GEORGE FISK LOCKE III and JOSEPH W. YARBROUGH as Mayor and City Manager, respectively, of the City of South Daytona, Florida on behalf of the city. They are personally known to me or have produced _____ as identification, and who (did) _____ (did not) ☒ take an oath.



Jennifer Robinson
Notary Public, State of Florida at Large
Printed, typed or stamped name, commission and expiration of commission term.



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Interlocal Agreement with State Attorney's Office

DEPARTMENT: City Attorney

RECOMMENDED MOTION: Move to approve the Interlocal Agreement with the State Attorney's Office and authorize the Mayor and City Clerk to execute the agreement.

SUMMARY: This Interlocal Agreement authorizes the State Attorney's Office to appear at arraignments on behalf of the City for all ordinance violation prosecutions, other than the animal and parking enforcement arraignments which are held at 250 N. Beach Street as part of the traffic court docket. This includes arraignments conducted at the county jail for defendants who have previously failed to appear at a mandatory court hearing.

The City Attorney's Office continues to handle all ordinance violation prosecutions. This Interlocal Agreement allows the City to continue to control its prosecution of ordinance violations while utilizing its staff attorney resources as efficiently as possible.

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Proposed 2015 - Interlocal with State Attorney's Office	LegalFilesWeb1.pdf
2.	2014 - Interlocal with State Attorney's Office	.pdf

Jones, Matthew
Roberts, Margaret
Harden, David
Johansson, M. Jake

Created/Initiated - 08/10/2015
Approved - 08/31/2015
Approved - 09/01/2015
Final Approval - 09/01/2015

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (Agreement), is entered into this _____ day of _____, 2015, by and between the **City of Port Orange, Florida**, a Chartered Municipal Corporation, whose address is 1000 City Center Circle, Port Orange, Florida 32129 and **R.J. Larizza**, duly elected, pursuant to Article V, Section 17, of the Florida Constitution as the **State Attorney of the Seventh Judicial Circuit** (State Attorney), whose address is 251 North Ridgewood Avenue, Daytona Beach, Florida 32114.

Recitals

WHEREAS, Section 27.02, Florida Statutes, provides that the State Attorney shall appear in circuit and county courts within his or her judicial circuit for the purpose of prosecuting violations of special laws and county and municipal ordinances punishable by incarceration if the prosecution is ancillary to a state prosecution, or if the State Attorney has contracted with the county or municipality for reimbursement for services rendered in accordance with Section 27.34(1) F.S., and both parties desire to enter into such a contractual agreement; and

WHEREAS, Section 27.34, F.S., provides for limitations on payment of salaries and other related costs of state attorneys' offices other than by the state, and that a county or municipality may contract with, or appropriate or contribute funds to the operation of, the various state attorneys, and that a state attorney prosecuting violations of special laws or county or municipal ordinances punishable by incarceration and not ancillary to a state charge, shall contract with cities to recover the full cost of services rendered on a hourly basis or reimburse the state for the full cost of assigning, one or more, full-time, or equivalent, attorney positions to work on behalf of the City; and

WHEREAS, the City and the State Attorney desire to contract for services rendered on an hourly basis; and

WHEREAS, an agreement for reimbursement on an hourly basis shall require City to reimburse the State Attorney at a rate of fifty dollars (\$50.00) per hour; and

WHEREAS, the City is willing to pay the State Attorney such sum on a quarterly basis in arrears; and

WHEREAS, the Agreement sets forth the duration, terms and provisions, rights and responsibilities of both the City and the State Attorney; and

WHEREAS, Section 163.01 F.S. authorizes the City and the State Attorney to enter into such an Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed by and between the parties as follows:

Section 1. The above recitals are incorporated into the body of this Agreement and said recitals are adopted as findings of fact.

Section 2. If any word, phrase, sentence, part, subsection, section, or other portion of this Agreement or any application thereof, to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, subsection, section, or other portion or the proscribed application thereof, shall be severable, and the remaining portions of this Agreement and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force and effect.

Section 3. This Agreement shall be construed according to the laws of the State of Florida. Venue for any administrative and/or legal action arising under this Agreement shall be in Volusia County, Florida.

Section 4. In light of the scope and rationale of this Agreement, neither the City, nor the State Attorney may assign, transfer, and/or sell any of the rights noted in this Agreement without the express written approval of the other party. Should either the City or the State Attorney assign, transfer, or sell any of the rights noted in this Agreement without such prior approval of the other party, then such action on the part of either the City or the State Attorney, shall result in the automatic termination of this Agreement, without further notice or action required on the part of the other party.

Section 5. Both the City and the State Attorney acknowledge that this Agreement constitutes the complete agreement and understanding of both parties. The City and the State Attorney acknowledge that any amendments to this Agreement shall be in writing, and shall be executed by duly authorized representatives of both the City and the State Attorney.

Section 6. The duration of this Agreement shall be from October 1, 2015 through September 30, 2016. Either the City or the State Attorney may request a one-year extension of this Agreement by submitting a written request to the other party, no later than June 30, 2016. Pursuant to a written request, either the City or the State Attorney may approve an extension of this Agreement. Subsequent extensions to this Agreement may be handled in a manner similar to that described in this section. Should this Agreement not be extended within the time frame noted in this section, then this Agreement will terminate on September 30, of the year not extended. Under such circumstance, neither the City nor the State Attorney will have to provide any form of written notification of termination to the other party.

Section 7. This Agreement may be terminated without cause upon either the City or the State Attorney giving at least thirty (30) days advance written notice to the other party. Such written notification shall indicate that either the City or the State Attorney intends to terminate this Agreement within thirty (30) days from the date of notification. Consistent with other provisions of this Agreement, the State Attorney shall be

compensated for any services and/or expenses that are authorized under this Agreement, and that are performed and/or accrue up to the date of termination of this Agreement. The City will be responsible for payment of any fees, costs and expenses accrued up to the date of termination of this Agreement.

This Agreement may be terminated by either the City or the State Attorney, for cause, for the following reasons:

- 1) Assignment of this Agreement by either party, without the prior written approval/consent of the other party; or
- 2) Failure by either party to comply with any obligation noted in this Agreement; or
- 3) Failure by the City to pay, for a period exceeding seventy-five (75) days, any amounts due and owing, for authorized services performed by the State Attorney; or
- 4) Failure by the City to budget for the services and/or expenses noted in this Agreement; or
- 5) An exhaustion of funds budgeted for the services and/or expenses noted in this Agreement, without City approval of a subsequent increase in the funds budgeted for the services and/or expenses noted in this Agreement; or
- 6) Any subsequent revision/change/amendment to State law that would create an ethical conflict in funding and/or operations between the City and the State Attorney; or
- 7) A subsequent revision/change/amendment to State law that would prohibit the City and the State Attorney from entering into this type of Agreement.

Section 8. The State Attorney shall continue to appear in the circuit and county courts within the State Attorney's judicial circuit by and through an Assistant State Attorney, for the purpose of prosecuting violations of special laws and City ordinances punishable by incarceration if the prosecution is ancillary to a State prosecution; and shall appear on behalf of the City at all arraignments and first appearances held at the Volusia County Courthouse Annex located at 125 E. Orange Avenue, Daytona Beach, FL 32114, or at any Volusia County correctional facility, for violations of special laws and City ordinances.

Consequently, for purposes of this Agreement, the State Attorney, and Assistant State Attorneys will be viewed as independent contractors, and have independent contractor status.

Section 9. The City agrees to pay all fees, costs, and/or expenses in accordance with State law which are incurred during the prosecution of any violations of special laws and City ordinances undertaken pursuant to this Agreement. The State Attorney shall bear no expense of actions brought pursuant to this Agreement.

Section 10. The maximum amount available as compensation to the State Attorney, under this Agreement, is Five Thousand and 00/100 dollars (\$5,000.00) per contract year, unless the amount and the Agreement are amended in the manner set forth in this Agreement. Said amount is based on an hourly billing rate of fifty dollars (\$50.00) per hour. However, it is strictly understood that the State Attorney is not entitled to this amount of compensation as a matter of right. Rather, the State Attorney's compensation is based on actual hours worked pursuant to the terms of this Agreement.

Quarterly, the State Attorney shall submit an invoice to the Port Orange City Attorney which details the total hours incurred during the calendar quarter, along with the case or matter that was being prosecuted and/or handled on behalf of the City. If the State Attorney submits an incomplete or incorrect invoice, the City Attorney will notify the State Attorney within fifteen (15) days of submission of the incomplete or incorrect invoice by the State Attorney. The State Attorney will then have an additional fifteen (15) days in which to submit a complete and/or correct invoice. If the State Attorney submits a complete and/or correct invoice in excess of thirty (30) days of the date that the original incomplete/incorrect invoice was submitted to the City, then the City has forty-five (45) days from the date of the submission of the complete and/or correct invoice, in which to reimburse and/or compensate the State Attorney for such services.

Except as noted above, once the State Attorney submits a complete and correct invoice to the City, the City has thirty (30) days from the date of submission, in which to reimburse and/or compensate the State Attorney for such services.

The City may modify this procedure at any time, upon ten (10) days advance notice, in order to accommodate the budgetary concerns and/or procedures of the City.

Section 11. All notices and other correspondence to the City shall be delivered, either by hand (receipt of delivery is necessary), or by US Mail to:

City Manager
City of Port Orange
1000 City Center Circle
Port Orange, Florida 32129

With a Copy to:
Margaret T. Roberts, City Attorney
City of Port Orange
Port Orange, Florida 32129

All notices and other correspondence to the State Attorney shall be delivered, either by hand (receipt of delivery is necessary), or by US Mail to:

R.J. Larizza
Seventh Judicial Circuit
The Judicial Center
251 North Ridgewood Avenue
Daytona Beach, Florida 32114-7505

IN WITNESS WHEREOF, the parties below have hereunto set their hand and seal on the day and year written below.

City of Port Orange, Florida

Attest:

By: _____
Allen Green, Mayor

Robin L. Fenwick, CMC, City Clerk

Date: _____

Date: _____

State Attorney, Seventh Judicial Circuit
State of Florida

Attest:

By: _____
R. J. Larizza, State Attorney

By: _____
Title: _____

Date: _____

Date: _____

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (Agreement), is entered into this 7 day of October, 2014, by and between the **City of Port Orange, Florida**, a Chartered Municipal Corporation, whose address is 1000 City Center Circle, Port Orange, Florida 32129 and **R.J. Larizza**, duly elected, pursuant to Article V, Section 17, of the Florida Constitution as the **State Attorney of the Seventh Judicial Circuit** (State Attorney), whose address is 251 North Ridgewood Avenue, Daytona Beach, Florida 32114.

Recitals

WHEREAS, Section 27.02, Florida Statutes, provides that the State Attorney shall appear in circuit and county courts within his or her judicial circuit for the purpose of prosecuting violations of special laws and county and municipal ordinances punishable by incarceration if the prosecution is ancillary to a state prosecution, or if the State Attorney has contracted with the county or municipality for reimbursement for services rendered in accordance with Section 27.34(1) F.S., and both parties desire to enter into such a contractual agreement; and

WHEREAS, Section 27.34, F.S., provides for limitations on payment of salaries and other related costs of state attorneys' offices other than by the state, and that a county or municipality may contract with, or appropriate or contribute funds to the operation of, the various state attorneys, and that a state attorney prosecuting violations of special laws or county or municipal ordinances punishable by incarceration and not ancillary to a state charge, shall contract with cities to recover the full cost of services rendered on a hourly basis or reimburse the state for the full cost of assigning, one or more, full-time, or equivalent, attorney positions to work on behalf of the City; and

WHEREAS, the City and the State Attorney desire to contract for services rendered on an hourly basis; and

WHEREAS, an agreement for reimbursement on an hourly basis shall require City to reimburse the State Attorney at a rate of fifty dollars (\$50.00) per hour; and

WHEREAS, the City is willing to pay the State Attorney such sum on a quarterly basis in arrears; and

WHEREAS, the Agreement sets forth the duration, terms and provisions, rights and responsibilities of both the City and the State Attorney; and

WHEREAS, Section 163.01 F.S. authorizes the City and the State Attorney to enter into such an Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed by and between the parties as follows:

Section 1. The above recitals are incorporated into the body of this Agreement and said recitals are adopted as findings of fact.

Section 2. If any word, phrase, sentence, part, subsection, section, or other portion of this Agreement or any application thereof, to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, subsection, section, or other portion or the proscribed application thereof, shall be severable, and the remaining portions of this Agreement and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force and effect.

Section 3. This Agreement shall be construed according to the laws of the State of Florida. Venue for any administrative and/or legal action arising under this Agreement shall be in Volusia County, Florida.

Section 4. In light of the scope and rationale of this Agreement, neither the City, nor the State Attorney may assign, transfer, and/or sell any of the rights noted in this Agreement without the express written approval of the other party. Should either the City or the State Attorney assign, transfer, or sell any of the rights noted in this Agreement without such prior approval of the other party, then such action on the part of either the City or the State Attorney, shall result in the automatic termination of this Agreement, without further notice or action required on the part of the other party.

Section 5. Both the City and the State Attorney acknowledge that this Agreement constitutes the complete agreement and understanding of both parties. The City and the State Attorney acknowledge that any amendments to this Agreement shall be in writing, and shall be executed by duly authorized representatives of both the City and the State Attorney.

Section 6. The duration of this Agreement shall be from October 1, 2014 through September 30, 2015. Either the City or the State Attorney may request a one-year extension of this Agreement by submitting a written request to the other party, no later than June 30, 2015. Pursuant to a written request, either the City or the State Attorney may approve an extension of this Agreement. Subsequent extensions to this Agreement may be handled in a manner similar to that described in this section. Should this Agreement not be extended within the time frame noted in this section, then this Agreement will terminate on September 30, of the year not extended. Under such circumstance, neither the City nor the State Attorney will have to provide any form of written notification of termination to the other party.

Section 7. This Agreement may be terminated without cause upon either the City or the State Attorney giving at least thirty (30) days advance written notice to the other party. Such written notification shall indicate that either the City or the State Attorney intends to terminate this Agreement within thirty (30) days from the date of notification. Consistent with other provisions of this Agreement, the State Attorney shall be

compensated for any services and/or expenses that are authorized under this Agreement, and that are performed and/or accrue up to the date of termination of this Agreement. The City will be responsible for payment of any fees, costs and expenses accrued up to the date of termination of this Agreement.

This Agreement may be terminated by either the City or the State Attorney, for cause, for the following reasons:

- 1) Assignment of this Agreement by either party, without the prior written approval/consent of the other party; or
- 2) Failure by either party to comply with any obligation noted in this Agreement; or
- 3) Failure by the City to pay, for a period exceeding seventy-five (75) days, any amounts due and owing, for authorized services performed by the State Attorney; or
- 4) Failure by the City to budget for the services and/or expenses noted in this Agreement; or
- 5) An exhaustion of funds budgeted for the services and/or expenses noted in this Agreement, without City approval of a subsequent increase in the funds budgeted for the services and/or expenses noted in this Agreement; or
- 6) Any subsequent revision/change/amendment to State law that would create an ethical conflict in funding and/or operations between the City and the State Attorney; or
- 7) A subsequent revision/change/amendment to State law that would prohibit the City and the State Attorney from entering into this type of Agreement.

Section 8. The State Attorney shall continue to appear in the circuit and county courts within the State Attorney's judicial circuit by and through an Assistant State Attorney, for the purpose of prosecuting violations of special laws and City ordinances punishable by incarceration if the prosecution is ancillary to a State prosecution; and shall appear on behalf of the City at all arraignments and first appearances held at the Volusia County Courthouse Annex located at 125 E. Orange Avenue, Daytona Beach, FL 32114, or at any Volusia County correctional facility, for violations of special laws and City ordinances.

Consequently, for purposes of this Agreement, the State Attorney, and Assistant State Attorneys will be viewed as independent contractors, and have independent contractor status.

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City of Port Orange
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Port Orange, Florida 32129

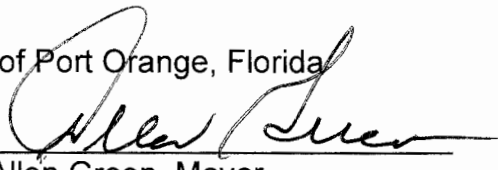
With a Copy to:
Margaret T. Roberts, City Attorney
City of Port Orange
Port Orange, Florida 32129

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R.J. Larizza
Seventh Judicial Circuit
The Judicial Center
251 North Ridgewood Avenue
Daytona Beach, Florida 32114-7505

IN WITNESS WHEREOF, the parties below have hereunto set their hand and seal on the day and year written below.

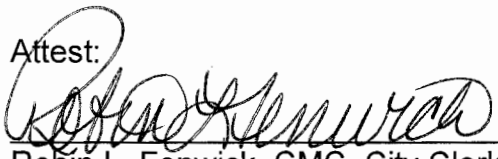
City of Port Orange, Florida

By: 

Allen Green, Mayor

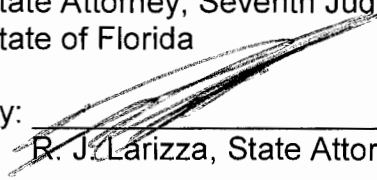
Date: 10/7/14

Attest:


Robin L. Fenwick, CMC, City Clerk

Date: 10/7/14

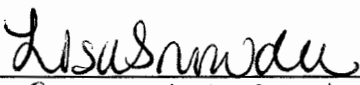
State Attorney, Seventh Judicial Circuit
State of Florida

By: 

R. J. Larizza, State Attorney

Date: 9-4-14

Attest:

By: 
Title: Executive Assistant

Date: 9-4-14

Created/Initiated - 09/01/2015
Approved - 09/03/2015
Approved - 09/03/2015
Approved - 09/03/2015
Approved - 09/04/2015
Final Approval - 09/04/2015

SECTION 00030



City of Port Orange

Purchasing Division
1000 City Center Circle
Port Orange, Florida 32129
Telephone (386) 506-5704
Fax (386) 506-5711

RFP #15-27

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

RFP TITLE: Commercial Lines Insurance Coverage and Loss Prevention Services

RFP RELEASE DATE: July 3, 2015

RFP NON-MANDATORY PRE-PROPOSAL MEETING: July 14, 2015 at 10:00 a.m.

RFP DEADLINE FOR QUESTIONS: July 21, 2015 at 5:00 p.m.

RFP DUE DATE & TIME: August 13, 2015 at 2:30 p.m.

If returning as a "No Proposal", please state reason (s): _____

Proposals Received After the Above Date and Time Will Not Be Considered.

PROPOSER'S NAME: Florida League of Cities, Inc.

PROPOSER'S MAILING ADDRESS: 125 East Colonial Drive

CITY-STATE-ZIP: Orlando FL 32801

PHONE NUMBER: (386) 479-3129 **EMAIL:** jligon@flcities.com

ACKNOWLEDGMENT OF ADDENDA: (circle each addendum) 0 (1) (2) 3 4 5 6

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer. In submitting a proposal to the City of Port Orange, the proposer offers and agrees that if the proposal is accepted, the proposer will convey, assign or transfer to the City of Port Orange all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Antitrust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Port Orange. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the proposer.

X John Ligon
AUTHORIZED SIGNATURE (MANUAL)

John Ligon

NAME (TYPED)

Account Executive

TITLE

8/5/2015

DATED

Growing in Beauty and Opportunity



FLORIDA MUNICIPAL INSURANCE TRUST

COVERAGE PROPOSAL

FOR

CITY OF PORT ORANGE

PROPOSED EFFECTIVE DATE: OCTOBER 1, 2015

ADMINISTERED AND PREPARED BY:

DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES

OF THE

FLORIDA LEAGUE OF CITIES, INC.

P.O. BOX 530065

ORLANDO, FL 32853-0065

"The Florida Municipal Insurance Trust Promise"

*The FMIT **will endeavor to match** any competitor's pricing for similar exposures, coverages, terms and conditions contingent on the ability of the competitor to verify that their rates are established by an independent actuary and that their reinsurance structure is currently in place. The competitor's reinsurer(s) must have an AM Best rating of an A or better, as the FMIT prides itself on not only the financial solvency of the Trust itself but also the reinsurance partners we choose to do business with.*

A specimen agreement is attached. This proposal contains a brief, general description of coverages. It is not intended to describe or cover all the terms, limits, conditions and exclusions of the agreement.

The FMIT agreement language will supersede any differences between the agreement and this proposal summary.



Department of Insurance
and Financial Services

FLORIDA MUNICIPAL INSURANCE TRUST Proposal for 2015-2016

City of Port Orange

PROPERTY COVERAGE

Limit

Real & Personal Property

\$117,873,468

Business Income

\$1,000,000

(Note: the limit stated is in addition to the limit shown on page 2 of proposal)

Electronic Data Processing:

- | | |
|------------------------|----------------------|
| - Equipment: | Included in Contents |
| - Software: | Included in Contents |
| - Equipment Breakdown: | Included in Contents |

Coinsurance:

100%

Valuation Basis:

Replacement Cost

Coverage Form:

Special

Deductibles:

\$25,000 Per Occurrence - Real & Personal Property, Other Property

Named Storm Deductible is 5% of the scheduled Building, Personal Property, Other Property (including property in the open) and Business Income. The percentages are calculated using the Schedule of Values on file with FMIT. The Named Storm deductible is calculated separately and applied individually to each Building, Personal Property, Other Property and Business Income per occurrence.

Business Income waiting period is 72 hours.

Note: Values rated at 100% of Total Insured Values.

PROPERTY COVERAGE EXTENSIONS:

➤ Excess Flood Coverage	\$4,500,000
o Flood Zones A & V deductible is excess of NFIP (\$500,000 per building)	
o Other Flood Zones - \$100,000 deductible per occurrence	
➤ Terrorism	\$5,000,000
➤ Newly Acquired or Constructed Property	\$2,000,000
➤ Newly Acquired Business Personal Property	\$500,000
➤ Business Income	\$500,000
➤ Extra Expense	\$1,000,000
➤ Valuable Papers & Records	\$500,000
➤ Signs - Not attached to Buildings	\$25,000
o Vehicular damage to signs	\$10,000 Maximum
➤ Accounts Receivable	\$500,000
➤ Police Dogs & Horses	
o Death in line of duty	\$15,000
o Annual Maximum	\$30,000
➤ Electronic Data Processing Equipment (Software)	\$250,000
➤ Antiques & Objects of Art	
o Per Item	\$15,000
o Annual Maximum	\$250,000
➤ Off Premises Power Failure	\$100,000
➤ Pollutant Clean Up & Removal	\$100,000
➤ Fungus Clean Up & Removal	\$25,000
➤ Personal Property Off Premises	\$250,000
➤ Personal Property of Others	\$50,000
➤ Preservation of Property	\$100,000
➤ Service Interruption Coverage	\$100,000
➤ Property In Transit	\$250,000
➤ Recertification of Equipment/Fire Extinguisher Recharge	\$250/Day
➤ Debris Removal	25% of Loss
➤ Building Ordinance Coverage, Including Demolition	25% of Loss
➤ Property in the Open	\$25,000 Per Location/\$100,000 Aggregate
➤ Leasehold interest	\$100,000
➤ Arson Reward	\$5,000

INLAND MARINE COVERAGE:

SCHEDULED INLAND MARINE EQUIPMENT - Items over \$15,000	Limit:	\$2,582,545
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Deductible:	\$500	Items valued \$15,001 - \$50,000
		Items \$50,000 - \$100,000 have minimum of \$1,000 deductible
		Items greater than \$100,000 have minimum of \$2,000 deductible or 2% of the item's scheduled limit, whichever is greater.

BLANKET INLAND MARINE EQUIPMENT - Items \$15,000 or Less	Limit:	\$1,000,000
--	--------	-------------

Deductible: \$500

Blanket Inland Marine coverage is defined as: Coverage for all unscheduled Inland Marine equipment, Emergency Portable Equipment and Communications Equipment valued at \$15,000 or less is subject to \$500 deductible.
(Note: All Watercraft must be scheduled.)

Coverage Basis: Actual Cash Value

INLAND MARINE COVERAGE EXTENSIONS:

- | | |
|--|-----------|
| ➤ Rental Reimbursement for Contractor's Equipment for Covered Loss | \$5,000 |
| ➤ Limited Contractor's Equipment Replacement Cost | \$250,000 |
| ➤ Installation Floater - Member's Building Materials | \$100,000 |

EQUIPMENT BREAKDOWN COVERAGE

Subject to any applicable limits on the Property, Allied Lines and Crime Declarations, the Equipment Breakdown Limit is the most we will pay for loss or damage arising from any "one accident."

These coverages apply to all locations covered on the policy, unless otherwise specified.

I. Coverages	Limits
Equipment Breakdown	Subject to the Real and Personal Property Limit described in proposal or \$50,000,000, whichever is less.
Business Income	Subject to the Business Income Limit described in proposal.
Extra Expense	Subject to the Extra Expense Limit described in proposal.
Expediting Expense	\$1,000,000
Hazardous Substances	\$500,000
Spoilage	\$500,000
Data Restoration	\$500,000
"Fungus," Wet Rot, Dry Rot And Bacteria	\$25,000
Service Interruption*	Subject to Business Income, Extra Expense, and Spoilage Limits
Water Damage	Included in Property Coverage.
II. Deductibles	
Direct Coverages	Subject to the Real and Personal Property deductible described in proposal.
Indirect Coverages	Subject to the Time Element deductible described in proposal.

III. Other Conditions

*Unless the interruption exceeds 24 hours, we will not pay for any loss under Service Interruption.

"Covered equipment" does not include "electrical generating equipment"; however, this exclusion does not apply to emergency generators.

GENERAL LIABILITY COVERAGE

Comprehensive General Liability

Limits

Limit Per Occurrence:	\$2,000,000
Annual Aggregate:	Unlimited
Deductible:	\$0

Public Officials E & O / Employment

Limits

Practices Liability

Limit Per Occurrence:	\$2,000,000
Annual Aggregate:	Unlimited
Deductible:	\$0

Police Professional Liability

Limits

Limit Per Occurrence:	\$2,000,000
Annual Aggregate:	Unlimited
Deductible:	\$0

Note: For Members that choose a deductible - Members are **only** responsible for the deductible if a judgment or settlement occurs. Legal expenses are outside the deductible and paid solely by the Trust for General Liability and / or Automobile Liability.

Important Note: The deletion of any of the above coverages does not automatically reduce the premium. These premiums are based on all of the above coverages. Any deletions of coverage will alter the experience modification factor originally used and may result in a higher premium.

Bert Harris Act/Inverse Condemnation - \$1,000,000 Limit Per Occurrence/Aggregate. Limit includes Defense Costs.
Cyber Coverages including Privacy, Network Security and Data Breach - \$1,000,000 Annual Aggregate. Claims Made.

ADDITIONAL BENEFITS:

- Defense Costs paid in addition to policy limits
- Premises Operations
- Products/Completed Operations
- Contractual Liability (Designated Contracts Only)
- Owners & Contractors' Protective Liability
- Personal Injury Liability
- Host Liquor Liability
- Incidental Medical Malpractice Liability
- Watercraft Liability
- Fire Legal Liability - Maximum \$500,000 in any one Trust Year
- Broad Form Property Damage - Maximum \$500,000 in any one Trust Year
- Advertising Injury Liability
- Skate Facility Liability
- Employment Practices Liability
- Employee Benefits Program Administration Liability
- Extra Contractual Legal Expense - \$100,000 Aggregate Limit
 - (EEOC, Florida Commission on Human Relations, Ethics)
- No-fault Sewer Backup Expense - \$100,000 Aggregate Limit
- Crisis Intervention
- HR Helpline - Full Legal Support and Online Services
- Herbicide/Pesticide Spraying
 - Limit is the General Liability limit or \$1,000,000 aggregate per fund year, whichever is the lesser amount.
- Bert Harris Act/Inverse Condemnation - \$300,000 Limit Per Occurrence/Aggregate. Limit includes Defense Costs.
 - Deductible is \$5,000 or the policy deductible, whichever is greater.
- Cyber Coverages including Privacy, Network Security and Data Breach - \$250,000 Annual Aggregate. Claims Made.
- Cyber Risk Management Tools Web Site.

AUTOMOBILE COVERAGE

Limits

Comprehensive Automobile Liability	\$2,000,000
Deductible:	\$0
Personal Injury Protection	\$10,000
Deductible:	\$0
Medical Payments	\$5,000
Deductible:	\$0
Uninsured Motorists Protection	\$100,000 Select vehicles
Deductible:	\$0

Injured employee cannot collect UM while collecting Workers' Compensation Benefits.

Automobile Physical Damage

Comprehensive Coverage	\$1,000 Deductible
Collision Coverage	\$1,000 Deductible

Note: "Vehicles with \$0 value on schedule provided were not included in the quote for APD."

Coverage Includes:

- Hired & Non-Owned Liability
- Rental Reimbursement - scheduled vehicles
- Lease Differential - scheduled vehicles
- Limited Replacement Cost - owned private passenger vehicles, SUVs, Pickup Trucks
- Member's Personal Effects

Note: For Members that choose a deductible - Members are **only** responsible for the deductible if a judgment or settlement occurs. Legal expenses are outside the deductible and paid solely by the Trust for General Liability and / or Automobile Liability.

CRIME & BOND COVERAGE**Limits****Bond Coverage:**

Employee Theft - Per Loss \$250,000

Deductible: \$1,000

Faithful Performance - Per Loss \$250,000

Deductible: \$1,000

Finance Director \$250,000

Deductible: \$0

Crime Coverage:

Money - Loss Inside \$25,000

Deductible: \$1,000

Outside the Premises \$25,000

Deductible: \$0

Computer and Funds Transfer Fraud \$1,000,000

Deductible: \$1,000

WORKERS' COMPENSATION PAYROLLS

	Limit
Workers' Compensation	Statutory
Employers Liability	\$1,000,000 / \$1,000,000 / \$1,000,000

CODE	DESCRIPTION	PAYROLL
5509	STREET OR ROAD MAINTENANCE	1,002,763
7520	WATERWORKS OPERATION	2,294,229
7580	SEWAGE DISPOSAL PLANT OPERATION	1,152,424
7704	FIREFIGHTERS	3,179,221
7720	POLICE OFFICERS	4,952,903
8380	AUTOMOBILE SERVICE OR REPAIR	245,816
8810	CLERICAL	3,928,661
8820	ATTORNEY - ALL EMPLOYEES	449,158
8831	HOSPITAL OR VETERINARY	30,481
9015	BUILDINGS - OPERATION BY OWNER	193,827
9102	PARK NOC	1,100,414
9410	MUNICIPAL, TOWNSHIP, COUNTY EMPLOYEES NOC	917,931
TOTAL PAYROLL		\$19,447,828

Deductible StopLoss: \$25,000

Experience Modification Factor: 10/1/2015 0.99

Safety Credit: Yes

Drug Free Credit: Yes

StopLoss Amount:	\$309,858
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Premium calculation includes 5% Drugfree Credit and 2% Safety Credit - Requires receipt of approved applications.

PREMIUM SUMMARY

Coverage Line	Annual Premium
Real & Personal Property	\$362,499
Inland Marine	INCLUDED
Equipment Breakdown Coverage	INCLUDED
Crime & Bond Coverage	INCLUDED
General Liability Coverage	\$69,210
Public Officials E&O / Employment Practices Liability	\$79,632
Police Professional Liability	\$87,409
Automobile Coverage	\$100,158
Workers' Compensation Coverage	\$255,650

Total FMIT Premium	\$954,557
---------------------------	------------------

GRAND TOTAL PREMIUM	\$954,557
RETURN OF PREMIUM	<u>79,210</u>
REDUCED GRAND TOTAL PREMIUM	\$875,347

The FMIT Board of Trustees has approved a \$6,000,000 return of premium for members that had property coverage in the 2013-2014 Fund Year. The directive of the Board was to return property premium on the renewing members for 2015-2016 that participated in the Trust's property program in 2013-2014. Based on the property premiums paid in 2013-2014 the City can expect \$79,210 in return premium should they elect to renew coverage for the 2015-2016 policy year.

Note: Coverage summaries provided herein are intended as an outline of coverage only and are necessarily brief. In the event of loss, all terms, conditions, and exclusions of actual Agreement and/or Policies will apply.

INTEREST FREE INSTALLMENT PLAN

First InstallmentSecond InstallmentThird InstallmentFourth Installment

25% minimum due

25% minimum due

25% minimum due

25% minimum due

October 1, 2015

January 1, 2016

April 1, 2016

July 1, 2016

Payment will be forwarded to the Florida League of Cities in Tallahassee

DEDUCTIBLE / LIMIT OPTIONS

	<i>Limit</i>	<i>Deductible</i>	<i>Annual Premium</i>	<i>Check Accepted</i>	<i>Option Rejected</i>
<i>Property - Real and Personal Property</i>					
Option 1 -		\$25,000	\$362,499	0	0
Option 2 -		\$5,000	\$383,568	0	0
Option 3 -		\$1,000	\$391,549	0	0
<i>General Liability</i>					
Option 1 -		\$0	\$236,251	0	0
Option 2 -		\$25,000	\$189,634	0	0
<i>Automobile Liability</i>					
Option 1 -		\$0	\$86,556	0	0
Option 2 -		\$25,000 DSL	\$65,975	0	0
<i>Workers' Compensation</i>					
Option 1 -		\$25,000 DSL	\$255,650	0	0
Option 2 -		\$10,000 DSL	\$313,455	0	0
Option 3 -		0	\$395,786	0	0



The City of Port Orange Committee Evaluation Tab



SUMMARY: FINAL RANKING

RFP#15-27: Commercial Lines Insurance Coverage and Loss Prevention Services

Meeting date: August 27, 2015 10:30 A.M.

Committee member	Arthur J. Gallagher	Brown & Brown	Florida League of Cities
Allen Green, City Mayor	N/A	N/A	N/A
Paula DiChiara, Risk Manager	77	80	100
Lori Wolfe, Finance Accounting Manager	88	80	98
Linda Johnson, Right of Way Agent	63	79	92
Jamie Miller, HR/Payroll Coordinator	88	84	100
Points:	316	323	390
Rank:	3	2	1

Evaluation Committee for this RFP:

Allen Green, City Mayor
Paula DiChiara, Risk Manager
Lori Wolfe, Finance Accounting Manager
Linda Johnson, Right of Way Agent
Jamie Miller, HR/Payroll Coordinator

Notes: Top ranked firm

1. Florida League of Cities



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Renewal of Wright Flood Insurance Company policy for the period from September 14, 2015 to September 13, 2016.

DEPARTMENT: Administrative Services

RECOMMENDED MOTION: Move to approve the renewal of Wright Flood Insurance for the City of Port Orange, effective September 14, 2015 through September 13, 2016.

SUMMARY: The City is currently insured through Wright National Flood Insurance Company for twenty-six (26) locations. Coverage is for damage to the buildings and damage to the contents inside the buildings, up to a maximum value of \$500,000 property/\$500,000 contents. The coverage amount for each location varies depending on the property's value. All of the coverages for each location have a \$1,250 deductible.

The current policy for twenty-six (26) locations is \$35,542.00. The renewal rate for policy year 2015-2016 is \$44,970.00.

Wright National Flood Insurance Company is rated A- by AM Best Rating Guide for stability and performance. Wright National Flood Insurance Co. is licensed to write flood insurance as recognized by FEMA.

Project No.: Funding Account No.: 504-1000-519.45-10

ATTACHMENTS:

1.	Properties with Flood Insurance	Properties with Flood Insurance.xls
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DiChiara, Paula
Harden, David
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 09/03/2015
Approved - 09/03/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/04/2015

UPDATED 8-21-15							
POLICY TYPE-LOCATION	POLICY #	STREET ADDRESS	EFFECTIVE DATE	CARRIER	FLOOD ZONE	Premium/Option A	Premium/Option B
Flood (Master Lift Station - Oak Street)	09115007736706	817 OAK ST, PORT ORANGE, FL 32127 - MASTER LIFT STATION	9/14/2015	Wright National Flood	AE	\$ 3,000.00	\$ 3,000.00
Flood (Lab Building)	09115007736806	817 OAK ST, PORT ORANGE, FL 32127 - LAB BUILDING	9/14/2015	Wright National Flood	AE	\$ 2,023.00	\$ 2,092.00
Flood (Collections Systems Office)	09115007736906	817 OAK ST, PORT ORANGE, FL 32127 - COLLECTIONS SYSTEM OFFICE	9/14/2015	Wright National Flood	AE	\$ 2,073.00	\$ 2,115.00
Flood (Maintenance Building)	09115109044902	817 OAK ST, PORT ORANGE, FL 32127 - MAINTENANCE BLDG	9/14/2015	Wright National Flood	X	\$ 1,280.00	\$ 1,614.00
Flood (Generator Building)	09115007737406	817 OAK ST, PORT ORANGE, FL 32127 - GENERATOR BLDG	9/14/2015	Wright National Flood	X	\$ 465.00	\$ 479.00
Flood (Generator Building #2)	09115007737606	817 OAK ST, PORT ORANGE, FL 32127 - GENERATOR BLDG #2	9/14/2015	Wright National Flood	AE	\$ 459.00	\$ 474.00
Flood (Electrical Building)	09115007737506	817 OAK ST, PORT ORANGE, FL 32127 - ELECTRICAL BLDG	9/14/2015	Wright National Flood	AE	\$ 677.00	\$ 707.00
Flood (Adult Activity Center)	09115007737706	4790 S RIDGEWOOD AVE, PORT ORANGE, FL 32127- ADULT ACTIVITY CNTR	9/14/2015	Wright National Flood	AE	\$ 2,306.00	\$ 2,325.00
Flood (Art Haus Building)	09115007737806	3840 S RIDGEWOOD AVE, PORT ORANGE, FL 32129 - ART HAUS BLDG	9/14/2015	Wright National Flood	AE	\$ 1,943.00	\$ 2,010.00
Flood (Office Building)	09115007701406	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - OFFICE BLDG	9/14/2015	Wright National Flood	AE	\$ 2,853.00	\$ 2,972.00
Flood (The Palace-Storage)	09115007701106	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - STORAGE-THE PALACE	9/14/2015	Wright National Flood	X	\$ 1,453.00	\$ 1,729.00
Flood (Garage)	09115007737906	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - GARAGE	9/14/2015	Wright National Flood	X	\$ 660.00	\$ 693.00
Flood (Public Utility Office)	09115007701206	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - PUBLIC UTILITY OFFICE	9/14/2015	Wright National Flood	X	\$ 2,311.00	\$ 2,457.00
Flood (Storage Bays)	09115007701306	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - STORAGE BAYS	9/14/2015	Wright National Flood	X	\$ 1,453.00	\$ 1,729.00
Flood (Pre-School-Adult Center)	09115007738106	3738 HALIFAX DR, PORT ORANGE, FL 32129 - PRESCHOOL	9/14/2015	Wright National Flood	AE	\$ 3,445.00	\$ 3,515.00
Flood (Fire Station)	09115007738206	4200 S RIDGEWOOD AVE, PORT ORANGE, FL 32127 - FIRE STATION 1	9/14/2015	Wright National Flood	AE	\$ 1,674.00	\$ 1,687.00
Flood (Allum Feed Building #2)	09115007738506	740 COMMONWEALTH BLVD, PORT ORANGE, FL 32127	9/14/2015	Wright National Flood	X	\$ 2,227.00	\$ 2,356.00
Flood (Parks & Recreation)	09115007738306	5839 TRAILWOOD DR, PORT ORANGE, FL 32127-PARKS & RECREATION BLDG	9/14/2015	Wright National Flood	AE	\$ 4,619.00	\$ 4,649.00
Flood (All Childrens Park Restroom Building)	09115007738706	9 SPRUCE CREEK RD, PORT ORANGE, FL 32127 - ALL CHILDRENS PARK RR B	9/14/2015	Wright National Flood	AE	\$ 428.00	\$ 442.00
Flood (Shelter Rec Building)	09115007738806	5959 SPRUCE CREEK RD, PORT ORANGE, FL 32127 - SHELTER REC BLDG	9/14/2015	Wright National Flood	AE	\$ 362.00	\$ 367.00
Flood (Public Works)	09115007701006	407 VIRGINIA AVE, PORT ORANGE, FL 32127 - PUBLIC WORKS	9/14/2015	Wright National Flood	X	\$ 2,972.00	\$ 3,083.00
Flood (Control Office Building)	09115007737206	817 OAK ST, PORT ORANGE, FL 32127 - CONTROL OFFICE BLDG	9/14/2015	Wright National Flood	AE	\$ 2,060.00	\$ 2,105.00
Flood (Allum Feed Building #1)	09115007738406	740 COMMONWEALTH BLVD, PORT ORANGE, FL 32127- ALUM FEED BLDG 1	9/14/2015	Wright National Flood	AE	\$ 1,169.00	\$ 1,235.00
Flood (Old Lift Station)	09115007737006	817 OAK ST, PORT ORANGE, FL 32127 - OLD LIFT STATION	9/14/2015	Wright National Flood	AE	\$ 959.00	\$ 986.00
Flood (Master Lift Station - Central Park Blvd)	09115007738606	4668 S PENINSULA DR, PONCE INLET, FL 32127 - LIFT STATION	9/14/2015	Wright National Flood	AE	\$ 1,411.00	\$ 1,422.00
Flood (Plant Storage Office)	09115007737106	817 OAK ST, PORT ORANGE, FL 32127 - PLANT STORAGE BLDG	9/14/2015	Wright National Flood	AE	\$ 688.00	\$ 724.00
						\$ 44,970.00	\$ 46,967.00



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Approval of Contract for Services with Hach Company for Annual Maintenance of Hach monitoring equipment.

DEPARTMENT: Public Utilities

RECOMMENDED MOTION: Move to approve a Standard Contract for Services with Hach Company for Annual Maintenance of Hach monitoring equipment in an amount not to exceed \$52,129.25; and to authorize the Mayor and City Clerk to execute all required contract documents.

SUMMARY: The Charles B Garnsey Water Plant (GWP), the Dwayne Huffman Reuse Water Plant (WWTP) and various remote pump stations have Hach monitoring devices that are utilized for process control, efficiently regulating chemical dosages. This enhances our ability to provide high quality drinking water, ensure our reclaimed water meets or exceeds regulations and ensure efficient chemical consumption rates.

The annual service contract provides for quarterly field visits by a certified Hach technician to calibrate and service the equipment. The service agreement also provides for unlimited services calls with all parts and labor included to effect any repairs on malfunctioning equipment. Hach is the only company authorized to repair and service its own equipment and will not warrant or guarantee its equipment if unauthorized technicians are utilized. The Standard Contract for Services will be in an amount not to exceed \$52,129.25 and is contingent upon approval of the FY2016 Operating Budget.

Project No.: none
none

Funding Account No.: 40102005333113
40104005353414

ATTACHMENTS:

1.	Approved Sole Source Document	Hach Company (Service) Sole Source 08.19.15-09.30.15.pdf
2.	Standard Contract for Services	Hach Corporation Standard Contract for Services with City of Port Orange.pdf

Wilson, Rick	Approved - 08/05/2015
Neff, Andrew	Approved - 08/05/2015
Riehm, Tracey	Approved - 08/07/2015
Gomez, Joseph	Approved - 08/10/2015
Roberts, Margaret	Approved - 08/31/2015
Harden, David	Approved - 09/01/2015
Johansson, M. Jake	Final Approval - 09/01/2015



DATE: 08/5/2015

SOLE SOURCE JUSTIFICATION

(Waiver of Competitive Quotes / Bids)

Vendor: Hach Company

Vendor Email: dmcmeans@hach.com

Commodity: Annual Service & Maintenance of Hach Equipment

Fiscal year estimated expenditure for the above commodity or service: \$50245.25 \$52,139.25 8/19/15-JJ

Department: Public Utilities

Fiscal Year: 2016

City Contact Name: Julia Wiggins

Phone Ext.: 5751

cc 9/1/15

Check the entry below that applies to the proposed purchase. Attach a memorandum containing complete justification and support documentation.

SOLE SOURCE JUSTIFICATION

- 1) ☒ Proprietary/original manufacturer is only provider of parts, equipment, or service.
- A. *Attach the proprietor or manufacturer's written certification that item is proprietary or OEM.*
 - B. *Attach the proprietor's or manufacturer's (not distributor's) written certification that no other distributor exists.*
 - C. *Attach a departmental memorandum (Justification of Request)*
- 2) ☐ None of the above applies.
- A. *Attach a departmental memorandum (Justification of Request)*

JUSTIFICATION OF REQUEST: (Explain in a separate departmental memorandum).

Examples: Items are non-interchangeable

Only known source to meet department's specialized needs

Parts/equipment required for standardization

DEPARTMENT APPROVAL

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material. **Purchasing approval required prior to submitting for City Manager approval.**

Department Head approval *Andrew Hach*

Date: 8/5/2015

IT approval (Software or hardware purchases only) _____

Date: _____

PURCHASING APPROVAL

Sole source requests shall be posted on Quote Wire for 7 business days by Purchasing. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described. If no complaints or protests are received from vendors after seven days of posting, the sole source shall be deemed a valid request. Purchasing approval required prior to submitting for City Manager approval.

Quote Wire #: 1116-03 Date Posted: 8/6

Complaints/Protest (Yes/No) No

Verified by Purchasing: *[Signature]*

Date: 8/19/15

CITY MANAGER APPROVAL

City Manager approval *[Signature]*

Date: 8.19.15



Memorandum

To: Joseph Gomez, Purchasing Manage
From: Andy Neff, Public Utilities Director *AN*
Subject: **Sole Source Justification Request for Hach Company, Annual Service Agreement**
Date: August 5, 2015

The Garnsey Water Plant and the Wastewater Treatment Plant have numerous Hach monitoring devises that are utilized to fine tune process control efficiently. Hach is the only company authorized to repair and service its own equipment and will not warrant or guarantee its equipment if unauthorized technicians are utilized.

HACH USA Service Centers

Ames, Iowa
Loveland, Colorado



services@hach.com
P 800-227-4224 ext 6180
F 970-461-3924

Hach Company Instrument Service and Parts

Dear Customer:

The instruments you purchased, part of the following family of brands --- Hach, Great Lakes Instruments, American Sigma, Radiometer-Analytical, Lachat, Marsh-McBirney, OptiQuat, Astro, Anatel, Orbisphere, ELE, HIAC, MetOne, & Polymetron --- were designed to be reliable, durable and easy to operate. Our goal is to design and manufacture instruments that give accurate readings with minimum maintenance requirements.

The Hach Service Representative is a highly trained professional that has a thorough, in-depth knowledge of the workings of each manufactured instrument. Our factory-trained service personnel are the only people authorized to perform any repair, start-up service or maintenance on these instruments. Because of the many different parameters and types of analyzers, we do not recognize or authorize any other service organization to perform repair or recalibration on these analyzers. As an ISO 9001 certified company, we maintain the highest standards for quality assurance and NIST traceable test and calibration equipment. Also, unauthorized repairs will result in voiding the instrument's warranty.

All parts used in our instruments meet our specifications and conform to our high standards. Many parts that may be available from a local vendor go through a testing procedure before being available as a Hach authorized part to ensure that they meet the performance tolerances specified for proper instrument performance. Additionally, the use of non-Hach supplied parts will result in voiding the instrument's warranty.

We have service repair centers that can repair and return instruments efficiently and economically. For on-site services we have an extensive field service organization.

Please contact the Hach Company Service Center for additional information.

Sincerely

A handwritten signature in blue ink, appearing to read "M. Rembelski".

Mike Rembelski
Director, NA Service and Support





CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2015, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and **HACH CORPORATION**, a Delaware corporation, whose principal address is 5600 Lindbergh Drive, Loveland, Colorado 80539 ("Contractor"). (The City and Contractor are collectively referred to herein as the "Parties.")

1. Provision of Services

- (a) The Contractor hereby agrees to provide the City of Port Orange Public Utilities Department annual maintenance of Hach monitoring equipment which includes unlimited service calls with all parts, and labor included to effect any repairs on malfunctioning equipment.
- (b) The time, manner and place for performance of such services shall be:

Term: The term of this Contract shall commence on the last date this Contract is signed by the Parties and shall continue until September 30, 2016 (the "Term").

Manner and Place: As outlined in Hach Service Partnership No. HACH386902 dated August 17, 2015 and Hach Service Partnership No. HACH195039 dated July 14, 2015, attached hereto as Exhibit "1", in accordance with and in a manner as required by all current federal, state, county, fire, building and land development codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances.

Time and Essence: Contractor acknowledges that time is of the essence for the Purchase Order(s) issued hereunder.

Authorization for Services: This Contract standing alone does not authorize the purchase of annual maintenance of Hach monitoring equipment or any work or services to be provided by the Contractor or require the City to place any orders for annual maintenance of Hach monitoring equipment. Authorization for performance of services by the Contractor under this Contract shall be in the form of written Purchase Order(s) issued and executed by the City of Port Orange.

2. City Obligations. In return for the services identified above, the City agrees to compensate Contractor at the unit prices set forth in Exhibit "1", subject to a limit up to but not to exceed Fifty-Two Thousand One Hundred Twenty-Nine and 25/100 Dollars (\$52,129.25). The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. Contract Administration. The Public Utilities Director, Andy Neff, shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

4. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.

- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 19 of this contract concerning disputes.

5. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

6. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

7. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

8. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall enforce the contract provisions in accordance with the contract.

9. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

10. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

Policies other than Workers' Compensation shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.572. Contractor shall not commence work under this Agreement until the City has received a certificate or certificates of insurance and endorsement evidencing the required insurance. Contractor shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.

The City reserves the right to increase insurance coverage as determined for higher risk contracts and shall reimburse the Contractor for the reasonable additional costs of increased coverage.

Insurance		Standards	Comments
Workers' Compensation	<u>Limits:</u>	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>		All States (Broad Form) Voluntary Compensation	
Comprehensive General Liability (including Completed Operations and Contractual Liability)	<u>Limits:</u>	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000 Aggregate	When the Contractor work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.

Comprehensive Business, Automobile Liability to include all automobiles.	<u>Limits:</u>	Auto Liability Body Injury: \$100,000 each person \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence.	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
<u>Additional Coverage:</u>		Non-Owned, Hired Car	
Property Insurance — Builders Risk.	<u>Limits:</u>	Buildings — Completed value of contract.	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
<u>Additional Coverage:</u>		"All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured AIMA	
Professional Liability — (Errors & Omissions)	<u>Limits:</u>	Coverage — \$1,000,000 minimum	

11. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

12. Modifications or Changes to this Contract

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in accordance with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

13. Sovereign Immunity. The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing

any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

14. Warranties. Contractor warrants that (1) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (2) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

Contractor warrants to City that each of the supplies conforms to its written warranty set forth in its user manual in effect on the date of purchase, or, if there is no express warranty therein, that each of the supplies will be free from defects in material and workmanship and will conform to the manufacturer's quoted specifications for twelve (12) months from delivery. Warranties do not extend to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. Contractor warrants that it will perform all services in accordance with its standard practices and that the services will be free from defects in workmanship for a period of ninety (90) days from their date of performance. If Contractor breaches this warranty and the City notifies Contractor of such breach within thirty (30) days of the end of the applicable warranty period, Contractor will, at its option, either replace or repair the nonconforming supplies, or re-perform any nonconforming services, or refund the amounts paid by City to Contractor for the nonconforming supplies and/or services. THIS IS THE EXCLUSIVE REMEDY FOR ANY BREACH OF WARRANTY. SUPPLIER EXPRESSLY DISCLAIMS ANY REMEDIES OF "COVER" AND ANY WARRANTIES IMPLIED BY LAW, INCLUDING, BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE

15. Additional Warranties. Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

16. Inspection.

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and their products) shall be subject to inspection and test by the City, to the extent practicable at all times and places including the place of manufacturer, and in any event prior to acceptance.

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

(c) The inspection and test by the City of any supplies or lots thereof does not relieve Contractor from any responsibility regarding defects or other failures to meet the Contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this Contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud

17. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit a full written report to the Finance Director within twenty-four (24) hours following the occurrence of such damage, loss or injury.

THE TOTAL LIABILITY OF CONTRACTOR AND ITS SUBSIDIARIES, AFFILIATES, EMPLOYEES, DIRECTORS, OFFICERS AND AGENTS ARISING OUT OF PERFORMANCE, NONPERFORMANCE, OR OBLIGATIONS IN CONNECTION WITH THE DESIGN, MANUFACTURE, SALE, DELIVERY, AND/OR USE OF GOODS AND/OR SERVICES IN NO CIRCUMSTANCE INCLUDES ANY LIQUIDATED, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, NOR EXCEED AN AMOUNT THAT IS UNREASONABLY DISPROPORTIONATE TO THE TOTAL AMOUNT OF COMPENSATION ACTUALLY PAID TO CONTRACTOR UNDER THE AGREEMENT, EXCEPT ONLY IN THE CASE OF DAMAGES ARISING DUE TO CONTRACTOR'S WILLFUL MISCONDUCT.

Any and all indemnification obligations imposed upon Contractor are reduced to the extent that any otherwise covered claims or damages are caused by any of the following conduct of City or any third party operating under City's contract or control; (a) any act or omission constituting breach of the Agreement, negligence, recklessness or lesser standard of conduct, (b) misuse, misapplication, or use of Goods or Services not in accordance with Contractor's instructions, or (c) any violations of law.

18. Non-discrimination. During the performance of this Contract, Contractor agrees as follows:

(a) Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, marital status, age or national origin, except where such is a bona-fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor agrees and fully supports and complies with the Americans with Disabilities Act of 1990.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

19. Disputes. The Finance Director, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Contract in the first instance. The decision shall be final and binding unless, within thirty-(30) days from the date of such decision, Contractor mails or otherwise furnishes to the Finance Director a written appeal addressed to the City Manager. The decision by the

City Manager shall be final and binding unless, within ten (10) days from the date of receipt of the decision of the City Manager, appeal is made to the City Council. The decision of the City Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessary to imply bad faith, or not to be supported by any evidence. Pending a final determination of a properly appealed decision of the Finance Director, Contractor shall proceed diligently with the performance of this Contract in accordance with that decision.

20. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

21. Controlling Law. **THIS AGREEMENT CONTAINS IMPORTANT MATTERS AFFECTING LEGAL RIGHTS AND IS ACCEPTED AND ENTERED INTO IN FLORIDA AND ANY QUESTION REGARDING ITS VALIDITY, CONSTRUCTION, ENFORCEMENT, OR PERFORMANCE SHALL BE GOVERNED BY FLORIDA LAW. ANY LEGAL PROCEEDING ARISING FROM OR IN ANY WAY REGARDING THE AGREEMENT SHALL HAVE ITS VENUE LOCATED EXCLUSIVELY IN THE CIRCUIT COURT OF VOLUSIA COUNTY, FLORIDA, AND THE PARTIES HEREBY EXPRESSLY CONSENT AND SUBMIT THEMSELVES TO THE PERSONAL JURISDICTION AND VENUE OF THE COURT.**

22. Additional Provisions. As may have been outlined in written quotes HACH386902 and HACH195039, and any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work. In the event of a conflict in the terms of this Contract and any attachments or exhibits to this Contract, the terms of this Contract shall apply.

23. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

24. Notice. For purposes of this agreement, notices shall be sent as follows:

City:	City of Port Orange Attention: City Manager 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5501
Copy to:	City of Port Orange Attention: Andy Neff, Public Utilities Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5750
Contractor:	Hach Company Attention: Cindy A. Cooper, Coordinator 3, Field Administration 5600 Lindbergh Drive Loveland, Colorado (800) 227-4244 ext. 6752 ccooper@hach.com

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

25. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

26. Authority to Sign. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

[Remainder of this page intentionally left blank]

Witnesses:

HACH COMPANY

By: _____

Authorized Agent

If this Contract is signed by an individual not identified as the President of the corporation in the records of the Florida Department of State, Division of Corporations, please provide written authorization for that individual to enter into contracts on behalf of the corporation.

Printed Name: _____

Printed Name: _____

Date: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by _____, as _____ of Hach Company, a Delaware corporation, and who:

[Notary: Please select one]

☐ is personally known to me; or

☐ has produced _____ as identification.

Notary Public, State of _____

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

[CA 5008]

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	Page : Partnership Number : WebSite: www.hach.com	1 of 7 HACH386902 Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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Partnership Number :	HACH386902	Version :	0.37	Quotation Date :	17-AUG-15
Hach Company Contact :	Cooper, Cindy A	Service Partnership Phone :		Expiration Date :	16-OCT-15
Customer Ref :	RENEWAL QUOTATION	Customer Fax :		Service Partnership Email :	Ccooper@hach.com
Customer Phone :	386-506-5786			Customer Contact :	TROUTMAN, THOMAS
				Customer Email :	TTROUTMAN@PORT-ORANGE.ORG

Bill-To Account # 40225971		Ship-To Account # 035894		
Customer Name	CITY OF PORT ORANGE	Customer Name	CITY OF PORT ORANGE	Payment Terms: Net 30
Address4		Address4		Billing Method: Annually
Address1	PO BOX 291759	Address1	817 OAK ST	Currency: USD
Address2		Address2		
Address3		Address3		
City,State,PostalCode	PORT ORANGE-FL-32129	City,State,Postalcode	PORT ORANGE-FL-32127-4331	
Province/Country	US	Province/Country	US	

Line	Service Name				Line Total
	Covered Product	Start Date	End Date	Description/Serial Number	
1	FSPSC200	01-OCT-15	30-SEP-16	Fld Svc-1V SC200 Controller:01-OCT-2015:30-SEP-2016	\$2,925.00
1.1	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1306C0080082	
1.2	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1306C0080179	
1.3	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090825	
1.4	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090826	
1.5	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090830	
1.6	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0090831	
1.7	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101056	

EXHIBIT "1"

	HACH SERVICE PARTNERSHIP QUOTATION <i>Headquarters</i> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 <i>Purchase Orders</i> 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone:800-227-4224 Ext. 6180 Fax:970-669-2932	Page : Partnership Number : WebSite: www.hach.com	2 of 7 HACH386902 <i>Remittance</i> 2207 Collections Center Dr Chicago, IL 60693 <i>Wire Transfers</i> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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1.8	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101058	
1.9	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101059	
1.10	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101061	
1.11	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101063	
1.12	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1401C0101068	
1.13	LXV404.99.00552			sc200 CONTROLLER, AC-DC, 2 DIG, HACH ; 1408C0100177	
2	FSPAMTAXSC	01-OCT-15	30-SEP-16	Fld Svc-2V Amtax SC V.2006:01-OCT-2015:30-SEP-201 6 Amtax sc and Phosphax sc typically utilize a Hach Filter Probe for sample conditioning. The Filter Probe requires separate Partnership coverage, FSPFILTERPROBE. It is highly recommended that this coverage be purchased along with coverage for the analyzer db AMTAX sc AMMONIA ANLZR 115-230V,1 CH ; 1498974	\$1,984.00
2.1	LXV421.99.13002				
3	FSPPHOSPHAXSC	01-OCT-15	30-SEP-16	Fld Svc-2V Phosphax sc V.2006:01-OCT-2015:30-SEP-201 6 Amtax sc and Phosphax sc typically utilize a Hach Filter Probe for sample conditioning. The Filter Probe requires separate Partnership coverage, FSPFILTERPROBE. It is highly recommended that this coverage be purchased along with coverage for the analyzer db PHOSPHAX sc PHOSP ANLZ 115-230V,1 CH ; 1497575	\$1,970.00
3.1	LXV422.99.13002				
4	FSPFILTRAX	01-OCT-15	30-SEP-16	Fld Svc-4V Filtrax:01-OCT-2015:30-SEP-2016 db FILTRAX CONTROL MODULE, 115VAC ; 1492811 db FILTRAX CONTROL MODULE, 115VAC ; 1497569	\$5,164.00
4.1	LXV294.54.00000				
4.2	LXV294.54.00000				
5	FSPNITRATAX	01-OCT-15	30-SEP-16	Fld Svc-2V Nitratax Sensor:01-OCT-2015:30-SEP-201 6	\$3,201.00

EXHIBIT "1"

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5.1	LXV417.99.50002			db NITRATAX PLUS SC 5 MM ; 1498305	
5.2	LXV417.99.20002			db NITRATAX PLUS SC 2MM ; 1562958	
5.3	LXV417.99.20002			db NITRATAX PLUS SC 2MM ; 1560391	
6	FSP1720E	01-OCT-15	30-SEP-16	Fid Svc-4V 1720E Turb Sensor:01-OCT-2015:30-SEP-201 6	\$680.00
6.1	LPV417.99.00002			1720E LR TURBIDITY SENSOR, HACH ; 130708221603	
7	FSPCL17	01-OCT-15	30-SEP-16	Fid Svc-2V CL17 CL(current):01-OCT-2015:30-SEP-2 016	\$2,160.00
7.1	5440000			CL17 FINAL ASSEMBLY W/KITS ; 130700478917	
7.2	5440000			CL17 FINAL ASSEMBLY W/KITS ; 140200493294	
8	FSPLDO2	01-OCT-15	30-SEP-16	Field Service Partnership LDO 2:01-OCT-2015:30-SEP-2016	\$5,720.00
8.1	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140220000011	
8.2	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140630000020	
8.3	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140640000003	
8.4	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140700000004	
8.5	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140700000005	
8.6	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140700000013	
8.7	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140710000076	
8.8	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000013	
8.9	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000014	
8.10	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000027	
8.11	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000028	
8.12	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000030	
8.13	9020000			ASSY, PROBE, LDO MODEL 2, HACH ; 140720000033	
9	PMP-GLPHORP-1V	01-OCT-15	30-SEP-16	PMP-GLI pH ORP PROBE-1V (FRV 1):01-OCT-2015:30-SEP-2016	\$1,036.00

EXHIBIT "1"

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone:800-227-4224 Ext. 6180 Fax:970-669-2932	Page : Partnership Number : WebSite: www.hach.com	4 of 7 HACH386902 Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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	9.1	DRD1R5			Digital ORP Sensor,Ryton,Convertible ; 1402442366	
	9.2	DRD1R5			Digital ORP Sensor,Ryton,Convertible ; 1402443201	
	9.3	DRD1R5			Digital ORP Sensor,Ryton,Convertible ; 1403435866	
	9.4	DPD1P1			Digital pH Sensor, PEEK, Convertible ; 1311444033	
10	FSP2100N		01-OCT-15	30-SEP-16	Fid Svc-1V 2100N Turb:01-OCT-2015:30-SEP-2016 2100N LAB TURB, EPA 1821 ; 12040C028719	\$360.00
	10.1	4700000				
11	BSPDR2700		01-OCT-15	30-SEP-16	Bnch Svc-DR2700 Spec:01-OCT-2015:30-SEP-2016 oo db DR2700 SPECTROPHOTOMETER ; 1431756	\$397.00
	11.1	DR2700-01				
12	BSPDR3900		01-OCT-15	30-SEP-16	Bnch Svc-DR3900 (FRV1):01-OCT-2015:30-SEP-201 6 ee db aa DR3900 SPECTROPHOTOMETER WITH RFID ; 1446628	\$658.00
	12.1	LPV440.99.00012				
13	BSPDRB200		01-OCT-15	30-SEP-16	Bnch Svc-DRB200 COD Reactor:01-OCT-2015:30-SEP-201 6 REACTOR 115V 15X13/15X13 (2 BLOCKS) ; 12040C0053 DRB200 REACTOR, 110V 21X16MM, 4X20MM ; 13090C0190	\$440.00
	13.1	DRB200-03				
	13.2	LTV082.53.42001				
14	BSPHQD		01-OCT-15	30-SEP-16	Bnch Svc-HQD Series:01-OCT-2015:30-SEP-2016 vv HQ40d MULTI PORTABLE METER ; 100800044931	\$246.00
	14.1	HQ40D				
15	FSPSD900 CONTROLLER ONLY		01-OCT-15	30-SEP-16	Fid Svc SD900 Controller only 1 VST:01-OCT-2015:30-SEP-2016 Field Service includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our	\$749.25

EXHIBIT "1"

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	Page : Partnership Number : WebSite: www.hach.com	5 of 7 HACH386902 Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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				environmental and safety requirements. Coverage does NOT include refrigerator. For coverage on the AWRS only, please use p/n: FSPREFRIGERATION AWRS ONLY 1 VST	
15.1		900SDRAWRS1		oo SD900 AWRS (115V) w/5.5 GAL BTTLE KIT ; 131100486582	
16	FSPREFRIGERATION AWRS ONLY 1 VST	01-OCT-15	30-SEP-16	Fld Svc AWRS only Refrigeration 1 VST:01-OCT-2015:30-SEP-2016 Field Service will be performed by an approved contractor that is handled by Hach. The FSP includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), and unlimited technical support calls. Coverage does NOT include Controllers	\$897.00
16.1		900SDRAWRS1		oo SD900 AWRS (115V) w/5.5 GAL BTTLE KIT ; 131100486582	
16.2		ASA.CXXX		ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001487	
16.3		ASA.CXXX		ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001488	
17	FSPAS950 CONTROLLER ONLY	01-OCT-15	30-SEP-16	Fld Svc AS950 Controller only 1 VST:01-OCT-2015:30-SEP-2016 Field Service includes: All parts, labor, and travel for on-site repairs, 1 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. Coverage does NOT include refrigerator. For coverage on the AWRS only, please use p/n: FSPREFRIGERATION AWRS ONLY 1 VST	\$1,296.00
17.1		ASA.CXXX		ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001487	

	HACH SERVICE PARTNERSHIP QUOTATION Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	Page : 6 of 7 Partnership Number : HACH386902 WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593
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17.2	ASA.CXXX			ee AS950 CONTROLLER ONLY, AWRS, BASIC ; 152120001488	
18	HACH PM 4 VISIT	01-OCT-15	30-SEP-16	4 ON SITE VISITS: 01-OCT-2015:30-SEP-2016	\$0.00
18.1	FIELD CONTRACT SITE			Field Service Contract site visit ; HACH386902	

Sub Total : \$29,883.25
Tax: \$0.00
Total : \$29,883.25

Partnership Notes :

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

Please keep in mind that if you allow the service coverage to lapse, then an evaluation may be required on your instrument(s). Any repairs required, above a preventative maintenance, must be taken care of as a separate billable charge.

To avoid being billed at the time and material rates, which may include parts, labor, and travel, and to ensure your visits remain on schedule, it would be best to complete your renewal at least 30 days before expiry.

SEND CONFIRMING PURCHASE ORDER FOR ORDERS \$25,000 OR MORE TO MY EMAIL ADDRESS OR FAX NUMBER 970-669-2932.

FOR IMMEDIATE TECHNICAL ASSISTANCE, CONTACT OUR EXCLUSIVE PARTNERSHIP TECHNICAL SUPPORT GROUP AT 1-866-902-HACH (4224). PLEASE REFERENCE YOUR PARTNERSHIP AGREEMENT NUMBER WHEN CALLING IN.

TO SCHEDULE SERVICE PLEASE CONTACT FIELD SERVICE DISPATCH AT: 1-800-227-4224, PRESS # AND THEN EXT. 6179 OR dispatch@hach.com

PLEASE CONTACT ME IF I CAN BE OF ANY FURTHER ASSISTANCE.

SINCERELY,
CINDY COOPER
COORDINATOR 3, FIELD ADMINISTRATOR
ccooper@hach.com
1-800-227-4224, press# and then ext. 6752

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF PORT ORANGE

Customer P.O. Number : _____

Customer Reference Number : _____

EXHIBIT "1"

	HACH SERVICE PARTNERSHIP QUOTATION	Page : Partnership Number :	7 of 7 HACH386902
	<i>Headquarters</i> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 <i>Purchase Orders</i> 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone:800-227-4224 Ext. 6180 Fax:970-669-2932	<i>WebSite:</i> www.hach.com	<i>Remittance</i> 2207 Collections Center Dr Chicago, IL 60693 <i>Wire Transfers</i> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

EXHIBIT "1"

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 1 of 3 Partnership Number : HACH195039
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	WebSite: www.hach.com Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593



Partnership Number :	HACH195039	Version :	0.18	Quotation Date :	14-JUL-15
Hach Company Contact :	Cooper, Cindy A	Service Partnership Phone :		Expiration Date :	12-SEP-15
Customer Ref :	RENEWAL QUOTATION	Customer Fax :		Service Partnership Email :	Ccooper@hach.com
Customer Phone :	386-295-4735			Customer Contact :	MILLER, STEVE
				Customer Email :	stmiller@port-orange.org

Bill-To Account # 035894
Ship-To Account # 035894

Customer Name	CITY OF PORT ORANGE	Customer Name	CITY OF PORT ORANGE	Payment Terms:	Net 30
Address4	PUBLIC UTILITIES	Address4	PUBLIC UTILITIES WATER PLANT	Billing Method:	Annually
Address1	1000 CITY CENTER CIRCLE	Address1	4400 WELL FIELD RD	Currency:	USD
Address2	ATTN: JULIA WIGGINS (INVOICES)	Address2			
Address3		Address3			
City,State, PostalCode	PORT ORANGE-FL-32129-9619	City,State, Postalcode	PORT ORANGE-FL-32129		
Province/ Country	US	Province/ Country	US		

Line	Service Name	Start Date	End Date	Description/Serial Number	Line Total
1	FSPCL17	01-OCT-15	30-SEP-16	Fld Svc-2V CL17 CL(current):01-OCT-2015:30-SEP-2016	\$3,240.00
1.1	5440000			CL17 FINAL ASSEMBLY W/KITS ; 101000372847	
1.2	5440000			CL17 FINAL ASSEMBLY W/KITS ; 101000373052	
1.3	5440000			CL17 FINAL ASSEMBLY W/KITS ; 110100381001	
2	FSP1720E	01-OCT-15	30-SEP-16	Fld Svc-4V 1720E Turb Sensor:01-OCT-2015:30-SEP-2016	\$680.00
2.1	LPV417.99.00002			1720E LR TURBIDITY SENSOR, HACH : 101100373506	
3	FSPSC100	01-OCT-15	30-SEP-16	ff RENEWAL ONLY - NO new Service Agreement	\$192.00
3.1	LXV401.52.00002			sales:01-OCT-2015:30-SEP-2016 oo SC100, Hach ; 10100C1485	

EXHIBIT "1"

	HACH SERVICE PARTNERSHIP QUOTATION		Page : 2 of 3 Partnership Number : HACH195039
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	WebSite: www.hach.com	Remittance 2207 Collections Center Dr Chicago, IL 60693 Wire Transfers Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

4	FSPAPA6000	01-OCT-15	30-SEP-16	Fld Svc-4V APA6000 - ALL:01-OCT-2015:30-SEP-2016 APA6000.AMM/MONOCHLORAMI NE W/AT/KITS : 030100000324 APA6000.AMM/MONOCHLORAMI NE W/AT/KITS : 090200309651 APA6000.AMM/MONOCHLORAMI NE W/AT/KITS : 100400357859 APA6000.AMM/MONOCHLORAMI NE W/AT/KITS : 110200392715 APA6000.AMM/MONOCHLORAMI NE W/AT/KITS : 110200392716	\$18,144.00
	4.1	5500600			
	4.2	5500600			
	4.3	5500600			
	4.4	5500600			
	4.5	5500600			
5	HACH PM 4 VISIT	01-OCT-15	30-SEP-16	4 ON SITE VISITS:01-OCT-2015:30-SEP-2016 6 Field Service Contract site visit : HACH195039	\$0.00
	5.1	FIELD CONTRACT SITE			

Sub Total : \$22,256.00
 Tax : \$0.00
 Total : \$22,256.00

Partnership Notes :

CONFIRMATION OF TYPE OF PAYMENT IS DUE AT THE TIME OF PARTNERSHIP ACTIVATION.

Please keep in mind that if you allow the service coverage to lapse, then an evaluation may be required on your instrument(s). Any repairs required, above a preventative maintenance, must be taken care of as a separate billable charge.

To avoid being billed at the time and material rates, which may include parts, labor, and travel, and to ensure your visits remain on schedule, it would be best to complete your renewal at least 30 days before expiry.

SEND CONFIRMING PURCHASE ORDER FOR ORDERS \$25,000 OR MORE TO MY EMAIL ADDRESS OR FAX NUMBER 970-669-2932.

FOR IMMEDIATE TECHNICAL ASSISTANCE, CONTACT OUR EXCLUSIVE PARTNERSHIP TECHNICAL SUPPORT GROUP AT 1-866-902-HACH (4224). PLEASE REFERENCE YOUR PARTNERSHIP AGREEMENT NUMBER WHEN CALLING IN.

TO SCHEDULE SERVICE PLEASE CONTACT FIELD SERVICE DISPATCH AT: 1-800-227-4224. PRESS # AND THEN EXT. 6179 OR dispatch@hach.com

PLEASE CONTACT ME IF I CAN BE OF ANY FURTHER ASSISTANCE.

SINCERELY,

CINDY COOPER

COORDINATOR 3, FIELD ADMINISTRATOR

ccooper@hach.com

1-800-227-4224, press# and then ext. 6752

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation;

EXHIBIT "1"

	HACH SERVICE PARTNERSHIP QUOTATION	Page : Partnership Number :	3 of 3 HACH195039
	<i>Headquarters</i> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 <i>Purchase Orders</i> 5600 Lindbergh Dr PO Box 389 Loveland, CO 80539 United States Phone: 800-227-4224 Ext. 6180 Fax: 970-669-2932	<i>WebSite:</i> www.hach.com	<i>Remittance</i> 2207 Collections Center Dr Chicago, IL 60693 <i>Wire Transfers</i> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

(ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF PORT ORANGE

Customer P.O. Number : _____

Customer Reference Number : _____

EXHIBIT "1"



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Contract with Sunstate Meter & Supply for Purchase of Water Meters

DEPARTMENT: Public Utilities

RECOMMENDED MOTION: Move to approve a Contract for Services with Sunstate Meter & Supply for the sole source purchase of Neptune water meters and products for an amount not to exceed \$500,000, subject to budget approval; and to authorize the Mayor and City Clerk to execute all required contract documents.

SUMMARY: The City has standardized to Neptune water meters. Sunstate Meter & Supply is the sole source distributor of Neptune Products in Florida. This request for contract approval and spending authority up to \$500,000 supports continuation of the Meter Replacement Program, contingent upon approval of the FY2016 Capital Improvement and Operating Budgets.

Project No.: ZMI044 Funding Account No.: 40108005364931
40108005364933
none 40105005364931
none 40108005365218
none 40108005365531
 40108005366431

ATTACHMENTS:

1.	Approved Sole Source Form	Sole Source PDF.pdf
2.	Department Justification Letter	Memorandum - Sole Source Justification.docx
3.	Standard Contract for Services	Sunstate Meter & Supply Inc Standrad Contract for Services with City of Port Orange.pdf

Wiggins, Julia	Created/Initiated - 08/03/2015
Wilson, Rick	Approved - 08/03/2015
Neff, Andrew	Approved - 08/03/2015
Riehm, Tracey	Approved - 08/11/2015
Roberts, Margaret	Approved - 08/31/2015
Harden, David	Approved - 09/01/2015
Johansson, M. Jake	Final Approval - 09/01/2015



DATE: 07/30/2015

SOLE SOURCE JUSTIFICATION

(Waiver of Competitive Quotes / Bids)

Vendor: SunState Meter and Supply

Vendor Email: kimbrough.jeff@gmail.com

Commodity: Neptune Meters and water products per price list attached

Fiscal year estimated expenditure for the above commodity or service: \$750000.00

Department: Public Utilities

Fiscal Year: 2016

City Contact Name: Julia Wiggins

Phone Ext.: 5751

Check the entry below that applies to the proposed purchase. Attach a memorandum containing complete justification and support documentation.

SOLE SOURCE JUSTIFICATION

- 1) ☒ Proprietary/original manufacturer is only provider of parts, equipment, or service.
- A. *Attach the proprietor or manufacturer's written certification that item is proprietary or OEM.*
 - B. *Attach the proprietor's or manufacturer's (not distributor's) written certification that no other distributor exists.*
 - C. *Attach a departmental memorandum (Justification of Request)*
- 2) ☐ None of the above applies.
- A. *Attach a departmental memorandum (Justification of Request)*

JUSTIFICATION OF REQUEST: (Explain in a separate departmental memorandum).

Examples: Items are non-interchangeable

Only known source to meet department's specialized needs

Parts/equipment required for standardization

DEPARTMENT APPROVAL

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material. **Purchasing approval required prior to submitting for City Manager approval.**

Department Head approval *Andrew Welch*

Date: 7/30/2015

IT approval (*Software or hardware purchases only*) *n/a*

Date: _____

PURCHASING APPROVAL

Sole source requests shall be posted on Quote Wire for 7 business days by Purchasing. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described. If no complaints or protests are received from vendors after seven days of posting, the sole source shall be deemed a valid request. Purchasing approval required prior to submitting for City Manager approval.

Quote Wire #: 16-01 Date Posted: 8/3/15

Complaints/Protest (Yes/No) No

Verified by Purchasing: *[Signature]*

Date: 8/14/15

CITY MANAGER APPROVAL

City Manager approval *[Signature]*

Date: 8.17.15

July 27, 2015

Mr. Rick Wilson
Assistant Utilities Director
City of Port Orange
502 Oak St.
Port Orange, Fl. 32127

Mr. Wilso,

Please note that Sunstate Meter and Supply is the sole Authorized Neptune Distributor for sales, service and warranty of Neptune water products and AMR systems for the State of Florida.

The geographical are of responsibility assigned to them includes all Counties within the State of Florida.

Type: Classes of customers exclusively assigned are: Municipalities, private water companies, contractors, and plumbers.

Hence, our distributor is required to maintain sufficient inventory of Neptune products to provide customer field servicing. Sunstate Meter and Supply has sold and supported Neptune products for many years in the Florida Market and they provide a high level of sales and service to the customer. Therefore, we encourage Utilities in the State of Florida to purchase Neptune products through Sunstate Meter and Supply, Inc.

Please feel free to contact me if you have any questions or concerns. I can be reached at 407-493-5385.

Regards,

Terry Gullett

Terry Gullett
Territory Manager
Neptune Technology Group Inc.

**Sunstate Meter & Supply, Inc.**

14001 W. Newberry Road, Newberry, FL 32669

*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

July 27, 2015

Ms. Rick Wilson
Assistant Utilities Director
City of Port Orange
500 Oak St.
Port Orange, FL 32127

RE: NEPTUNE WATER METER PRICE AGREEMENT / FISCAL YEAR 2015-2016

Mr. Wilson,

Listed below are the prices you have requested:

Description	Unit Price
5/8"x3/4" T10 Double Check Meter Complete W/Ecoder Pit Gallon Encoder	\$199.80
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$81.25
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$84.25
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$107.41
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$110.41
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$138.95
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$141.95
1 1/2" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$282.74
2" T10 Meter Complete W/Ecoder Pit Gallon Encoder	\$392.26
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$493.20
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$496.20
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (13" Length)	\$643.20
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (13" Length)	\$646.20
2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$589.29
2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$592.29
3" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$755.10
3" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$758.10

**Sunstate Meter & Supply, Inc.**

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4" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$931.12
4" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$934.12
6" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$1,901.80
6" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$1,904.80
8" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,772.33
8" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,775.33
10" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$4,687.50
10" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$4,890.50
2" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,159.00
3" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,374.55
4" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,979.60
6" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$3,198.78
4"x1" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$6,121.00
6" x 1 1/2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$9,438.36
8"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$13,364.00
10"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$16,889.00
3" Fire Hydrant Meter W/Direct Read Gallon Register – With Connections	\$798.00
1 1/2" Bronze Meter Strainer	\$305.00
2" Bronze Meter Strainer	\$312.50
3" Bronze Meter Strainer	\$525.33
4" Bronze Meter Strainer	\$596.11
6" Bronze Meter Strainer	\$1,041.21
8" Bronze Meter Strainer	\$2,466.67
10" Bronze Meter Strainer	\$3,466.67
1 1/2" Rislant Coated DI Strainer	\$260.67
2" Rislant Coated DI Strainer	\$266.67
3" Rislant Coated DI Strainer	\$380.00
4" Rislant Coated DI Strainer	\$543.75
6" Rislant Coated DI Strainer	\$850.00
8" Rislant Coated DI Strainer	\$1,513.33
10" Rislant Coated DI Strainer	\$2,246.00
1 1/2" Strainer Accessory Kit	\$15.60
2" Strainer Accessory Kit	\$15.60
3" Strainer Accessory Kit	\$17.60

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4" Strainer Accessory Kit	\$30.40
6" Strainer Accessory Kit	\$57.12
8" Strainer Accessory Kit	\$65.60
10" Strainer Accessory Kit	\$129.60
Any Size/Model Ecoder Pit Gallon Encoder Only W/16" Pigtails	\$55.50
Any Size/Model Ecoder Pit RECLAIMED Gallon Encoder Only W/16" Pigtails	\$58.50
Any Size/Model Tricon Digital Transmitter W/4-20 mA Output	\$466.67
Black Register Seal Pin	\$.15
Full Set, 1 1/2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$79.45
Full Set, 2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$83.05
1 1/2" Oval Flange Rubber Meter Gasket	\$1.38
2" Oval Flange Rubber Meter Gasket	\$1.74
5/8" T10 Maincase Gasket	\$.64
3/4" T10 Maincase Gasket	\$1.28
1" T10 Maincase Gasket	\$1.46
1 1/2" T10 Maincase Gasket	\$3.70
2" T10 Maincase Gasket	\$7.26
1 1/2"-2" HPT Maincase Gasket	\$3.22
3" HPT Maincase Gasket	\$3.86
4" HPT Maincase Gasket	\$6.94
6" HPT Maincase Gasket	\$7.08
8" HPT Maincase Gasket	\$7.08
10" HPT Maincase Gasket	\$7.08
2" Tru Flo Compound Maincase Gasket	\$6.36
3" Tru Flo Compound Maincase Gasket	\$3.99
4" Tru Flo Compound Maincase Gasket	\$5.45
6" Tru Flo Compound Maincase Gasket	\$9.26
5/8" T10 Measuring Chamber	\$25.76
3/4" T10 Measuring Chamber	\$34.46
1" T10 Measuring Chamber	\$66.00
1 1/2" T10 Measuring Chamber	\$150.22
2" T10 Measuring Chamber	\$193.20
1 1/2"-2" HPT UME With Ecoder Pit Gallon Encoder Register	\$364.00
1 1/2"-2" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$367.00
3" HPT UME With Ecoder Pit Gallon Encoder Register	\$532.00
3" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$535.00

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4" HPT UME With Ecoder Pit Gallon Encoder Register	\$700.00
4" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$703.00
6" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,036.00
6" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,039.00
8" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,372.00
8" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,375.00
10" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,708.00
10" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,711.00
2" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$728.00
3" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,064.00
4" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,400.00
6" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$2,016.00
4" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$1,372.00
6" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,044.00
8" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,716.00
10" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$3,388.00

ALL METERS PER PORT ORANGE SPECIAL:***POTABLE METERS – S1162******RECLAIMED METERS – S1163******Potable 1 1/2"-2" Flanged T10 Meters – S1211***

- ***Pit Gallon Ecoder Registers W/6' pigtails***
- ***10 Digit Ecoder ID# with sticker on side of register – CANNOT BEGIN WITH "0"***
- ***8 Digit Meter Serial Number stamped only on meter body***
- ***10 Digit Ecoder ID# lazer cut on register cover***
- ***All meters programmed 6 wheels active.***

Pricing Term: 10/1/2015 – 9/30/2016

Freight: Allowed

We appreciate the opportunity to present this quotation to you. If you have any questions please do not hesitate to contact me.

Respectfully submitted,

Jeff Kimbrough

Jeff Kimbrough - Sales Representative

Sunstate Meter & Supply, Inc.

352-516-9791



Memorandum

To: Joseph Gomez, Purchasing Manager
From: Andrew Neff, Public Utilities Director *AN*
Subject: **Sole Source Justification for SunState Meter**
Date: July 31, 2015

Over the past few years, staff have installed, evaluated, and tested Neptune meters. They have met all of our specifications which include lead free brass construction, reading accuracy, comparable pricing, and are made in America. The Neptune Meters integrate with our FlexNet System. This is allowing us to utilize standardization in our utility system. SunState Meter & Supply, Inc. is the sole source supplier of Neptune Meters within the State of Florida. They also supply us with various Neptune repair parts. All current pricing for FY2016 will remain unchanged.



Memorandum

To: Joseph Gomez, Purchasing Manager
From: Andrew Neff, Public Utilities Director
Subject: **Sole Source Justification for SunState Meter**
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CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this ____ day of _____, 2015, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and **SUNSTATE METER & SUPPLY, INC.**, a Florida corporation whose principal address is 14001 W. Newberry Road, Newberry, Florida 32669 ("Contractor"). (The City and Contractor are collectively referred to herein as the "Parties.")

1. Provision of Services

(a) The Contractor hereby agrees to provide Neptune water meters and products to the City of Port Orange.

(b) The time, manner and place for performance of such services shall be:

Term: Notwithstanding the date of execution, the term of this Contract shall be for a period of one (1) year, commencing October 1, 2015 and continuing until September 30, 2016.

Manner and Place: In a manner as required by all current federal, state, county, and local codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances. Contractor shall cause goods to be delivered to the City in the most expedient, cost effective manner. All items shall be shipped to the City of Port Orange designated facility identified in each purchase order, FOB Inside Delivery. Contractor shall bear the risk of loss for goods delivered under this Contract from the time of shipping to the City until delivered at the destination specified by the City for delivery.

Time and Essence: Contractor acknowledges that time is of the essence for the delivery of goods, and all goods shall be delivered within the time set forth in each purchase order issued under this Contract.

Authorization for Services. This Contract standing alone does not authorize the purchase of any goods or services or require the City to place any orders for goods or service. Authorization for the purchase of goods or services from Contractor under this Contract shall be in the form of written Purchase Orders issued by the City at the direction of the City Manager. Contractor shall not deliver goods or services without a written Purchase Order signed by an authorized agent of the City of Port Orange. The City makes no covenant or promise as to the number of orders placed, nor that the City shall place any orders goods or services during the life of this Contract. The City reserves the right to contract with other parties for the goods and services contemplated by this Contract, as determined in the City's sole and absolute discretion.

2. City Obligations. In return for the services identified above, the City agrees to compensate Contractor at the unit prices set forth in Exhibit "1," subject to a limit up to but not to exceed Five Hundred Thousand and 00/100 Dollars (\$500,000.00). The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be

governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. Contract Administration. The Public Utilities Director, Andrew Neff, shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

4. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;

- (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
- (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.

- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

5. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

6. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

7. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

8. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall enforce the contract provisions in accordance with the contract.

9. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

10. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

Policies other than Workers' Compensation shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.572. Contractor shall not commence work under this Agreement until the City has received a certificate or certificates of insurance and endorsement evidencing the required insurance. Contractor shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.

The City reserves the right to increase insurance coverage as determined for higher risk contracts and shall reimburse the Contractor for the reasonable additional costs of increased coverage.

Insurance	Standards	Comments
Workers' Compensation	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>	All States (Broad Form) Voluntary Compensation	

Comprehensive General Liability (including Completed Operations and Contractual Liability)	<u>Limits:</u>	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000 Aggregate	When the Contractor work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.
Comprehensive Business, Automobile Liability to include all automobiles.	<u>Limits:</u>	Auto Liability Bodily Injury: \$100,000 each person \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence.	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
<u>Additional Coverage:</u>		Non-Owned, Hired Car	
Property Insurance — Builders Risk.	<u>Limits:</u>	Buildings — Completed value of contract.	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
<u>Additional Coverage:</u>		"All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured AIMA	
Professional Liability — (Errors & Omissions)	<u>Limits:</u>	Coverage — \$1,000,000 minimum	

11. A Contract for the purchase of supplies shall be governed by the City of Port Orange Code of Ordinances, as amended, and such supplies shall be deemed "goods," as defined therein.

12. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

13. Modifications or Changes to this Contract

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in accordance with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

14. Sovereign Immunity. The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

15. Warranties. Contractor warrants that (1) the supplies to be provided to the City pursuant to this Contract are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

16. Additional Warranties. Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

17. Inspection

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and their products) shall be subject to inspection and test by the City, to the extent practicable at all times and places including the place of manufacturer, and in any event prior to acceptance.

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

(c) The inspection and test by the City of any supplies or lots thereof does not relieve Contractor from any responsibility regarding defects or other failures to meet the Contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this Contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

18. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit a full written report to the Finance Director within twenty-four (24) hours following the occurrence of such damage, loss or injury.

19. Non-discrimination. During the performance of this Contract, Contractor agrees as follows:

(a) Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, marital status, age or national origin, except where such is a bona-fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor agrees and fully supports and complies with the Americans with Disabilities Act of 1990.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

20. Disputes. The Finance Director, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Contract in the first instance. The decision shall be final and binding unless, within thirty-(30) days from the date of such decision, Contractor mails or otherwise furnishes to the Finance Director a written appeal addressed to the City Manager. The decision by the City Manager shall be final and binding unless, within ten (10) days from the date of receipt of the decision of the City Manager, appeal is made to the City Council. The decision of the City Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessary to imply bad faith, or not to be supported by any evidence. Pending a final determination of a properly appealed decision of the Finance Director, Contractor shall proceed diligently with the performance of this Contract in accordance with that decision.

21. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

22. Controlling Law. **THIS AGREEMENT CONTAINS IMPORTANT MATTERS AFFECTING LEGAL RIGHTS AND IS ACCEPTED AND ENTERED INTO IN FLORIDA AND ANY QUESTION REGARDING ITS VALIDITY, CONSTRUCTION, ENFORCEMENT, OR PERFORMANCE SHALL BE GOVERNED BY FLORIDA LAW. ANY**

LEGAL PROCEEDING ARISING FROM OR IN ANY WAY REGARDING THE AGREEMENT SHALL HAVE ITS VENUE LOCATED EXCLUSIVELY IN THE CIRCUIT COURT OF VOLUSIA COUNTY, FLORIDA, AND THE PARTIES HEREBY EXPRESSLY CONSENT AND SUBMIT THEMSELVES TO THE PERSONAL JURISDICTION AND VENUE OF THE COURT.

23. Additional Provisions. As may have been outlined in Exhibit "1" and any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work.

24. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

25. Notice. For purposes of this agreement, notices shall be sent as follows:

City:	City of Port Orange Attention: City Manager 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5501
Copy to:	City of Port Orange Attention: Andrew Neff, Public Utilities Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5750
Contractor:	Sunstate Meter & Supply, Inc. Attention: Jeff Kimbrough, Sales Representative Sunstate Meter & Supply, Inc. 14001 W. Newberry Road Newberry, Florida 32669 (352) 332-7106 – business (352) 516-9791 – mobile (352) 332-5601 – facsimile JJKimbrow@cs.com

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

26. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

27. Authority to Sign. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

[Remainder of this page intentionally left blank]

Witnesses:

SUNSTATE METER & SUPPLY, INC.

Printed Name: _____

Printed Name: _____

By: _____

N. A. Ellenburg, President

If this Contract is signed by an individual not identified as the President of the corporation in the records of the Florida Department of State, Division of Corporations, please provide written authorization for that individual to enter into contracts on behalf of the corporation.

Date: _____

STATE OF FLORIDA
COUNTY OF ALACHUA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by N. A. Ellenburg, as President of Sunstate Meter & Supply, Inc., a Florida corporation, and who:

[Notary: Please select one]

- ☐ is personally known to me; or
☐ has produced _____ as identification.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____
Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

[CA 5010]

**Sunstate Meter & Supply, Inc.**

14001 W. Newberry Road, Newberry, FL 32669

*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

July 27, 2015

Ms. Rick Wilson
Assistant Utilities Director
City of Port Orange
500 Oak St.
Port Orange, FL 32127

RE: NEPTUNE WATER METER PRICE AGREEMENT / FISCAL YEAR 2015-2016

Mr. Wilson,

Listed below are the prices you have requested:

Description	Unit Price
5/8"x3/4" T10 Double Check Meter Complete W/Ecoder Pit Gallon Encoder	\$199.80
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$81.25
5/8"x3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$84.25
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$107.41
3/4" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$110.41
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$138.95
1" T10 Bronze Bottom Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$141.95
1 1/2" T10 Bronze Bottom Meter Complete W/Ecoder Pit Gallon Encoder	\$282.74
2" T10 Meter Complete W/Ecoder Pit Gallon Encoder	\$392.26
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$493.20
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$496.20
1 1/2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (13" Length)	\$643.20
1 1/2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (13" Length)	\$646.20
2" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder (10" Length)	\$589.29
2" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder (10" Length)	\$592.29
3" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$755.10
3" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$758.10

EXHIBIT "1"

**Sunstate Meter & Supply, Inc.**

14001 W. Newberry Road, Newberry, FL 32669

*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

4" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$931.12
4" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$934.12
6" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$1,901.80
6" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$1,904.80
8" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$2,772.33
8" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$2,775.33
10" HP Turbine Meter Complete W/Ecoder Pit Gallon Encoder	\$4,687.50
10" HP Turbine Meter Complete W/Ecoder Pit RECLAIMED Gallon Encoder	\$4,890.50
2" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,159.00
3" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,374.55
4" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$1,979.60
6" Tru Flo Compound Meter Complete W/Ecoder Pit Gallon Encoders	\$3,198.78
4"x1" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$6,121.00
6" x 1 1/2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$9,438.36
8"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$13,364.00
10"x2" HP Protectus III SS Fire Service Meter Assy. W/Ecoder Gal Encoders	\$16,889.00
3" Fire Hydrant Meter W/Direct Read Gallon Register – With Connections	\$798.00
1 1/2" Bronze Meter Strainer	\$305.00
2" Bronze Meter Strainer	\$312.50
3" Bronze Meter Strainer	\$525.33
4" Bronze Meter Strainer	\$596.11
6" Bronze Meter Strainer	\$1,041.21
8" Bronze Meter Strainer	\$2,466.67
10" Bronze Meter Strainer	\$3,466.67
1 1/2" Rislman Coated DI Strainer	\$260.67
2" Rislman Coated DI Strainer	\$266.67
3" Rislman Coated DI Strainer	\$380.00
4" Rislman Coated DI Strainer	\$543.75
6" Rislman Coated DI Strainer	\$850.00
8" Rislman Coated DI Strainer	\$1,513.33
10" Rislman Coated DI Strainer	\$2,246.00
1 1/2" Strainer Accessory Kit	\$15.60
2" Strainer Accessory Kit	\$15.60
3" Strainer Accessory Kit	\$17.60

**Sunstate Meter & Supply, Inc.**

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*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

4" Strainer Accessory Kit	\$30.40
6" Strainer Accessory Kit	\$57.12
8" Strainer Accessory Kit	\$65.60
10" Strainer Accessory Kit	\$129.60
Any Size/Model Ecoder Pit Gallon Encoder Only W/16" Pigtails	\$55.50
Any Size/Model Ecoder Pit RECLAIMED Gallon Encoder Only W/16" Pigtails	\$58.50
Any Size/Model Tricon Digital Transmitter W/4-20 mA Output	\$466.67
Black Register Seal Pin	\$.15
Full Set, 1 1/2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$79.45
Full Set, 2" Lead Free Bronze Flg. Meter Connections <u>W/SS Bolts & Nuts</u>	\$83.05
1 1/2" Oval Flange Rubber Meter Gasket	\$1.38
2" Oval Flange Rubber Meter Gasket	\$1.74
5/8" T10 Maincase Gasket	\$.64
3/4" T10 Maincase Gasket	\$1.28
1" T10 Maincase Gasket	\$1.46
1 1/2" T10 Maincase Gasket	\$3.70
2" T10 Maincase Gasket	\$7.26
1 1/2"-2" HPT Maincase Gasket	\$3.22
3" HPT Maincase Gasket	\$3.86
4" HPT Maincase Gasket	\$6.94
6" HPT Maincase Gasket	\$7.08
8" HPT Maincase Gasket	\$7.08
10" HPT Maincase Gasket	\$7.08
2" Tru Flo Compound Maincase Gasket	\$6.36
3" Tru Flo Compound Maincase Gasket	\$3.99
4" Tru Flo Compound Maincase Gasket	\$5.45
6" Tru Flo Compound Maincase Gasket	\$9.26
5/8" T10 Measuring Chamber	\$25.76
3/4" T10 Measuring Chamber	\$34.46
1" T10 Measuring Chamber	\$66.00
1 1/2" T10 Measuring Chamber	\$150.22
2" T10 Measuring Chamber	\$193.20
1 1/2"-2" HPT UME With Ecoder Pit Gallon Encoder Register	\$364.00
1 1/2"-2" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$367.00
3" HPT UME With Ecoder Pit Gallon Encoder Register	\$532.00
3" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$535.00

**Sunstate Meter & Supply, Inc.**

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*"Florida's Leading Distributor of Automated Meter Reading Systems"***Phone: 352.332.7106****Fax: 352.332.5604**

4" HPT UME With Ecoder Pit Gallon Encoder Register	\$700.00
4" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$703.00
6" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,036.00
6" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,039.00
8" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,372.00
8" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,375.00
10" HPT UME With Ecoder Pit Gallon Encoder Register	\$1,708.00
10" HPT UME With Ecoder Pit RECLAIMED Gallon Encoder Register	\$1,711.00
2" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$728.00
3" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,064.00
4" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$1,400.00
6" Tru Flo Compound UME With Ecoder Pit Gallon Encoder Registers	\$2,016.00
4" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$1,372.00
6" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,044.00
8" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$2,716.00
10" HPP3 UME With Ecoder Pit Gallon Encoder Register	\$3,388.00

ALL METERS PER PORT ORANGE SPECIAL:***POTABLE METERS – S1162******RECLAIMED METERS – S1163******Potable 1 1/2"-2" Flanged T10 Meters – S1211***

- *Pit Gallon Ecoder Registers W/6' pigtails*
- *10 Digit Ecoder ID# with sticker on side of register – CANNOT BEGIN WITH "0"*
- *8 Digit Meter Serial Number stamped only on meter body*
- *10 Digit Ecoder ID# lazer cut on register cover*
- *All meters programmed 6 wheels active.*

Pricing Term: 10/1/2015 – 9/30/2016

Freight: Allowed

We appreciate the opportunity to present this quotation to you. If you have any questions please do not hesitate to contact me.

Respectfully submitted,

Jeff Kimbrough

Jeff Kimbrough - Sales Representative

Sunstate Meter & Supply, Inc.

352-516-9791



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Change Order No. 1 to the Contract for Services with Xylem Water Solutions U.S.A

DEPARTMENT: Public Utilities

RECOMMENDED MOTION: Move to approve Change Order No. 1 to the Standard Contract for Services with Xylem Water Solutions U.S.A, Inc., in an amount not to exceed \$20,000 for a total contract amount of \$45,000.00; and to authorize the Mayor and City Clerk to execute all required contract documents.

SUMMARY: On February 16, 2015, the City entered into a Standard Contract for Services with Xylem Water Solutions U.S.A., Inc. to provide Flygt pumps, submersible lift station pumps, storm water pumps, and related supplies in the amount of \$25,000.00. The contract automatically renews for an additional year.

Change Order No. 1 in the amount of \$20,000.00 for a new contract amount of \$45,000.00, is needed to increase our annual expenditures with this vendor to repair the Cypress Head 2 Lift Station.

Xylem Water Solutions U.S.A., Inc. is the sole source vendor that provides the Public Utilities Maintenance Division with replacement parts and equipment for the City's various lift stations. This amount should carry the Maintenance Division through the rest of this fiscal year.

Project No.: WWW002
WWW002
none

Funding Account No.: 40302005336397
42102005336397
40106005364610

ATTACHMENTS:

1.	Change Order No 1 doc's signed by staff	Change Order No 1 - signed by vendor and staff.pdf
2.	Standard Contract for Services dated 2/16/2015	Xylem Water Solutions Standard Contract for Svc - fully executed.pdf
3.	FY2015 Approved Sole Source Documents	Xylem Sole Source 08.27.14 thru 09.30.15.pdf

Wiggins, Julia
Wilson, Rick

Created/Initiated - 08/10/2015
Approved - 08/10/2015

Neff, Andrew	Approved - 08/18/2015
Riehm, Tracey	Approved - 08/19/2015
Roberts, Margaret	Approved - 08/31/2015
Harden, David	Approved - 09/01/2015
Johansson, M. Jake	Final Approval - 09/01/2015

CHANGE ORDER NO. 1
 To the Standard Contract for Services dated February 16, 2015
 Xylem Water Solutions U.S.A., Inc., Contractor

Project: Flygt pumps, submersible lift station pumps, storm water pumps, and related supplies

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$25,000	Original Contract Times Substantial Completion: N/A days Final Completion 226 days
Net changes from previous Change Order: \$0	Changes in contract time from previous Change Orders: No. _ : _ days 0 days
Contract Price prior to this Change Order: \$25,000	Contract Completion Date prior to this Change Order: Final Completion: September 30, 2015
Net Increase (decrease) of this Change Order No. : \$20,000	Changes in contract time requested this Change Order No. _ : (Requires Council Approval) 0 days
Contract Price with all approved Change Orders: \$45,000	Contract Times with all approved Change Orders: Final Completion: September 30, 2015

CHANGES ORDERED:

- I. GENERAL: This Change Order is necessary to increase the FY2015 authorized spending to the Standard Contract for Services entered into by and between the parties on February 16, 2015.
- II. REQUIRED CHANGES: To provide additional spending authorization to repair the Cypress Head 2 Lift Station that is currently not working. No goods shall be delivered nor services commenced hereunder until this Change Order has been fully executed by all parties.
- III. JUSTIFICATION: Change Order No 1 will allow for additional funds to make necessary repairs to the Cypress Head 2 lift station.
- IV. PAYMENT: Payment for this Change Order shall be made in accordance with the terms of the Agreement for Construction subject to a limit up to but not to exceed **Forty-five Thousand dollars no cents (\$45,000.00)**. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Florida Statutes Section 218.70 through 218.79, as amended.

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order;

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein;

The prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding; and,

The change in price and/or delivery date described is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

RECOMMENDED BY:
WILLIAM LATHAM
Department Project Manager

ACCEPTED BY:
XYLEM WATER SOLUTIONS, U.S.A, INC.
Contractor

By: 
William Latham, Chief Plant Mechanic

By: 
Printed Name: Patrick Rienks
Title: Vice President

Date Signed: _____

Date Signed: 8/15/15

RECOMMENDED BY:

City's Representative

RECOMMENDED BY:

Engineer of Record

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

Date Signed: _____

Date Signed: _____

APPROVED BY:
CITY OF PORT ORANGE
Department Head

By: Andrew W. Neff
Andrew Neff, Public Utilities Director

Date Signed: 8/26/2015

City Manager

By: M. H. Johansson
Michael H. Johansson, City Manager

Date Signed: _____

If Council approval is required:

Affirmed:

By: _____
Allen Green, Mayor

Robin L. Fenwick, CMC, City Clerk

Date Signed: _____

Date Signed: _____



CITY OF PORT ORANGE STANDARD CONTRACT FOR SERVICES

This Standard Contract for Services ("Contract") is entered into this 16th day of February, 2015, by and between the **CITY OF PORT ORANGE**, a Florida municipal corporation, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (the "City"), and **XYLEM WATER SOLUTIONS U.S.A., INC.** a Delaware corporation whose principal address is 14125 South Bridge Circle, Charlotte, North Carolina 28273 ("Contractor"). (The City and Contractor are collectively referred to herein as the "Parties.")

1. Provision of Services

(a) The Contractor hereby agrees to provide the following equipment, materials, labor and other such related services to the City of Port Orange:

(i) Flygt pumps, submersible lift station pumps, storm water pumps, and related supplies

(b) The time, manner and place for performance of such services shall be:

Term: The initial term of this Contract shall be for a period of one (1) year, commencing on November 1, 2014 and continuing until September 30, 2015 (the "Initial Term").

Annual Renewals: This Contract may be renewed for two (2) additional periods as follows:

Renewal No. 1: October 1, 2015 through September 30, 2016

Renewal No. 2: October 1, 2016 through September 30, 2017

The term of this Contract shall be automatically extended at the end of the Initial Term for one additional year and on a succeeding yearly basis thereafter unless either party notifies the other, in writing, at least sixty (60) days prior to the end of the yearly period then in effect that the Contract shall not be extended. Annual renewals shall be subject to review and approval of sole source justification by the City Manager.

The City makes no covenant or promise as to the number of orders placed, nor that the City shall place any orders for goods or services during the life of this Contract. The City reserves the right to contract with other parties for the goods and services contemplated by this Contract, as determined in the City's sole and absolute discretion.

Manner and Place: As outlined in periodic written quotes and purchase orders, in manner as required by all current federal, state, county, fire, building and land development codes, laws, ordinances and regulations, and with applicable permits and licenses per the City Code of Ordinances. Contractor shall cause goods to be delivered to the City in the most expedient, cost effective manner. All items shall be shipped to the City of Port Orange designated facility identified in each purchase order, FOB – Port Orange. Contractor shall bear the risk of loss for goods delivered under this Contract from the time of shipping to the City until delivered at the destination specified by the City for delivery.

Time and Essence: Contractor acknowledges that time is of the essence for each purchase order issued hereunder.

Authorization for Services: This Contract standing alone does not authorize the purchase of any goods or service or require the City to place any orders for work or service. Authorization for the purchase of goods or services from Contractor under this Contract shall be in the form of written quotes from Contractor and written Purchase Orders issued by the City as authorized by the City Manager.

2. City Obligations. In return for the services identified above, the City agrees to compensate Contractor at the prices set forth in periodic written quotes and purchase orders issued hereunder, subject to a limit up to but not to exceed \$25,000.00 per Fiscal Year. (The term "Fiscal Year" shall be defined as that one (1) year period commencing on October 1 and expiring on the following September 30.) The City's obligation to pay Contractor under this Contract is limited to the budgeted amount for the fiscal year approved by the Port Orange City Council for the then current fiscal year. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Sections 218.70 through 218.79, Florida Statutes, as amended.

3. Termination for Convenience of the City

(a) The parties agree that the City may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or part, whenever the City Manager of Port Orange shall determine that such termination is in the best interest of the City.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the City Manager or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

- (i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
- (ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
- (iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;
- (iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Finance Director of Port Orange; and
- (v) use best efforts to mitigate any damages which may be sustained by the Contractor as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of termination, unless one or more extensions of three (3) months each are granted by the Finance Director.

(e) The Finance Director, with the approval of the City Manager, shall pay from the using department's budget, reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or work completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered or the

services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Finance Director shall pay the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

- (i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - (1) the cost of work performed or supplies delivered;
 - (2) the cost of settling and paying any reasonable claims as provided in paragraph (c) (iv), above;
 - (3) a sum as profit on (a) determined by the Finance Director to be fair and reasonable.
- (ii) The total sum to be paid under (i) above shall not exceed the contract price, as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Finance Director shall determine to be due under this clause, the Contractor may appeal any claim to the City Council in accordance with Paragraph 20 of this contract concerning disputes.

4. Termination for Convenience for Subcontractors. In accordance with the termination for the convenience of the City provision of this contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the City whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

5. Termination for Default. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

6. Examination of Records

(a) The Contractor agrees that the City, or any duly authorized representative, shall, until the expiration of five (5) years after final payment hereunder, have access to and the right to examine and copy any pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the City or any duly authorized representative shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

7. Public Records Compliance. Contractor shall comply with public records laws as set forth in Chapter 119, Florida Statutes, and shall specifically:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Section 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Contractor upon termination of the Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

If Contractor does not comply with a public records request, the City shall enforce the contract provisions in accordance with the contract.

8. Termination for Non-Appropriation of Funds

(a) If funds are not appropriated for any succeeding fiscal years subsequent to the one in which this contract is entered into, for the purpose of this Contract, then the City may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the City shall be liable only for payments due through the date of termination.

(b) The City agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this contract was entered into. This provision shall survive any termination of the Contract.

9. Insurance. Contractor shall maintain insurance during the life of this Contract. Contractor shall provide to the City a certificate of insurance identifying the City of Port Orange as an additional insured. For workers' compensation coverage, the bidder's insurance certificate shall include the insurer's waiver of subrogation in lieu of naming the city as an additional insured for workers' compensation.

Policies other than Workers' Compensation shall be issued by insurers licensed and/or duly authorized under Florida Law to do business in the State of Florida and all insuring companies are required to have a minimum rating of "A" in the "Best Key Rating Guide" published by A.M. Best & Company, Inc. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.572. Contractor shall not commence work under this Agreement until the City has received a certificate or certificates of insurance and endorsement evidencing the required insurance. Contractor shall provide the City written notice of cancellation, nonrenewal or any other changes in coverage no later than ten (10) days prior to the effective date of the change.

The City reserves the right to increase insurance coverage as determined for higher risk contracts and shall reimburse the Contractor for the reasonable additional costs of increased coverage.

Insurance	Standards	Comments
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Workers' Compensation	<u>Limits:</u>	Coverage A - Statutory Coverage B - \$100,000	If the contract requires work on or about navigable waters, require Longshoreman's and Harbor Workers' Coverage. If vessels involved, require Jones Act coverage with limits of \$500,000.
<u>Additional Coverage:</u>		All States (Broad Form) Voluntary Compensation	
Comprehensive General Liability (including Completed Operations and Contractual Liability)	<u>Limits:</u>	Combined Single Limit Bodily Injury and Property damage \$500,000 occurrence \$1,000,000 Aggregate	When the Contract work on or under Railroad rights of way or properties, the Contractor shall take out and maintain during the life of the Contract, Railroad protective liability and property damage insurance in amounts as requested by the Railroad.
Comprehensive Business, Automobile Liability to include all automobiles.	<u>Limits:</u>	Auto Liability Bodily Injury: \$100,000 each person \$300,000 each occurrence. Property Damage Liability \$100,000 each occurrence.	Or \$500,000 Combined Single Limit for Bodily Injury and Property Damage
<u>Additional Coverage:</u>		Non-Owned, Hired Car	
Property Insurance — Builders Risk.	<u>Limits:</u>	Buildings — Completed value of contract.	If the Contract requires handling or installation of Owner's equipment, coverage should be furnished on "All Risk" form, including transit and Owner shall be named.
<u>Additional Coverage:</u>		"All Risk" coverage on latest ISO form or its equivalent. Permission granted to occupy. Owner named as insured AIMA	
Professional Liability (Errors & Omissions)	<u>Limits:</u>	Coverage \$1,000,000 minimum	

10. A Contract for the purchase of supplies shall be governed by the City of Port Orange Code of Ordinances, as amended, and such supplies shall be deemed "goods," as defined therein.

11. Assignability of Contract. Neither this contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written approval of the City Council.

12. Modifications or Changes to this Contract

(a) Change Orders. The Department Head, with the concurrence of the City's signatory as required by the City's Purchasing Policy, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of the performance. The City will not be held liable for any changes which have not been properly authorized and approved in accordance with this Contract.

(b) If any change under this clause causes an increase or decrease in Contractor's cost of, or time required for the performance of the work hereunder, Contractor shall receive an equitable adjustment in accordance with subparagraph (d), which shall include all compensation to the Contractor, or the City, of any kind in connection with such change, including all costs and damages related to or incidental to such change.

(c) Contractor need not perform any work described in any change order unless it has received a certification from the City that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

13. Sovereign Immunity. The City expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section of this Contract to the contrary, nothing in this Contract shall be deemed as a waiver of immunity or limits of liability of the City beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and the cap on the amount and liability of the City for damages regardless of the number or nature of claims in tort or equity shall not exceed the dollar amount set by the legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the City which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

14. Warranties. Contractor warrants that (1) the supplies to be provided to the City pursuant to this Contract are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the City pursuant to this Contract conform to the standards required by this Contract.

Contractor further warrants that Contractor has title to the supplies provided, and that the supplies are free and clear of all liens encumbrances, and security interests. All warranties made in this Contract, together with service warranties and guarantees, shall run to the City and its successors and assigns.

15. Additional Warranties. Contractor further expressly warrants that materials and workmanship are warranted from defect for a one-year period. This is a minimum acceptable warranty.

16. Inspection

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and their products) shall be subject to inspection and test by the City, to the extent practicable at all times and places including the place of manufacturer, and in any event prior to acceptance.

(b) In the event any supplies or lots of supplies are defective in material or workmanship, or otherwise not in conformity with the requirements of this Contract, the City shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Finance Director, corrected in place by and at the expense of Contractor promptly after notice, and shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed or promptly to replace or correct such supplies or lots of supplies, the City may either (i) by contract or otherwise replace or correct such supplies and charge Contractor the cost for such replacement or correction; or (ii) may terminate this Contract for default as provided in the clause of this Contract entitled "Termination for Default." Unless Contractor corrects or replaces such supplies within the delivery schedule, the Finance Director may require the delivery of such supplies at a

reduction in price, which is equitable under the circumstances. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this Contract. Failure to inspect and accept or reject supplies shall neither relieve Contractor from responsibility for such supplies as are not in accordance with the Contract requirements nor impose liability on the City therefor.

(c) The inspection and test by the City of any supplies or lots thereof does not relieve Contractor from any responsibility regarding defects or other failures to meet the Contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this Contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

17. Contract Administration. The Public Utilities Director shall perform contract administration of this Contract. For notice provisions, see the paragraph below entitled "Notice."

18. Liability for Loss or Damage. Contractor shall be liable for any loss of, or damage to, City property caused by the negligence, recklessness, or intended wrongful misconduct of Contractor, his/its agents, servants and employees and shall indemnify and save the City harmless against all actions, proceedings, claims, demands, costs, damages and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property other than City property, resulting from the performance of the Contract by Contractor, his/its agents, servants and employees. Contractor shall submit a full written report to the Finance Director within twenty-four (24) hours following the occurrence of such damage, loss or injury.

19. Non-discrimination. During the performance of this Contract, Contractor agrees as follows:

(a) Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, marital status, age or national origin, except where such is a bona-fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor agrees and fully supports and complies with the Americans with Disabilities Act of 1990.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

20. Disputes. The Finance Director, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to Contractor, shall decide disputes with respect to this Contract in the first instance. The decision shall be final and binding unless, within thirty-(30) days from the date of such decision, Contractor mails or otherwise furnishes to the Finance Director a written appeal addressed to the City Manager. The decision by the City Manager shall be final and binding unless, within ten (10) days from the date of receipt of the decision of the City Manager, appeal is made to the City Council. The decision of the City Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessary to imply bad faith, or not to be supported by any evidence. Pending a final determination of a properly appealed decision of the Finance Director, Contractor shall proceed diligently with the performance of this Contract in accordance with that decision.

21. Force Majeure. Neither party shall be liable for any delay in performance or failure to perform any obligation hereunder if, and to the extent that, such failure or delay is caused by an event of Force Majeure. Force

Majeure shall mean any act, event or condition that is beyond the party's reasonable control, that materially and adversely affects the party's ability to perform its obligations hereunder, and that is not the result of the party's willful neglect, error, omission or failure to exercise reasonable due diligence.

22. Controlling Law. THIS AGREEMENT CONTAINS IMPORTANT MATTERS AFFECTING LEGAL RIGHTS AND IS ACCEPTED AND ENTERED INTO IN FLORIDA AND ANY QUESTION REGARDING ITS VALIDITY, CONSTRUCTION, ENFORCEMENT, OR PERFORMANCE SHALL BE GOVERNED BY FLORIDA LAW. ANY LEGAL PROCEEDING ARISING FROM OR IN ANY WAY REGARDING THE AGREEMENT SHALL HAVE ITS VENUE LOCATED EXCLUSIVELY IN THE CIRCUIT COURT OF VOLUSIA COUNTY, FLORIDA, AND THE PARTIES HEREBY EXPRESSLY CONSENT AND SUBMIT THEMSELVES TO THE PERSONAL JURISDICTION AND VENUE OF THE COURT.

23. Additional Provisions. As may have been outlined in any attachments or exhibits to this Contract whether delivered herewith or subsequently approved as a part hereof, such as drawings or technical specifications prepared in the performance of this work.

24. Integration. This Contract and the documents incorporated herein by reference shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

25. Notice. For purposes of this agreement, notices shall be sent as follows:

City:	City of Port Orange Attention: City Manager 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5501
Copy to:	City of Port Orange Attention: Public Utilities Director 1000 City Center Circle Port Orange, Florida 32129 (386) 506-5750
Contractor:	Xylem Water Solutions U.S.A., Inc. Attention: Ron Askin, President 14125 South Bridge Circle Charlotte, North Carolina 28273 (704) 409-9700

Any notice or other communication given under the Contract will be in writing and delivered by hand, sent by facsimile (provided acknowledgement of receipt thereof is delivered to the sender), sent by certified, registered mail, or sent by any nationally recognized overnight courier service to the addresses provided herein. The parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by at least 10 days written notice to the other party.

26. Contract Construction

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail

of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Agreement.

27. Authority to Sign. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

[Remainder of this page intentionally left blank]

Witnesses:

[Signature]

Printed Name: Andrew Lake

Melissa Whiteside

Printed Name: Melissa Whiteside

XYLEM WATER SOLUTIONS U.S.A., INC.

By: [Signature]

Printed Name: Patrick Rienks

Title: Vice-President

If this Contract is signed by an individual not identified as the President of the corporation in the records of the Florida Department of State, Division of Corporations, please provide written authorization for that individual to enter into contracts on behalf of the corporation.

Date: 2/16/2015

STATE OF North Carolina
COUNTY OF Maxlenburg

The foregoing instrument was acknowledged before me this 16th day of February 2015 by Patrick Rienks, as Vice-President of Xylem Water Solutions U.S.A., Inc., a Delaware corporation, and who:

(Notary: Please select one)

☒ is personally known to me; or

☐ has produced _____ as identification.

Rhonda Hinson

Notary Public, State of North Carolina

Printed, typed or stamped name, commission and expiration:



Witnesses:

[Signature]
Printed Name: Theresa Gutierrez

[Signature]
Printed Name: Barbara J. Abbate

Witnesses:

[Signature]
Printed Name: Theresa Gutierrez

[Signature]
Printed Name: Barbara J. Abbate

CITY OF PORT ORANGE

By: [Signature]
Alan Rosen, Interim Assistant City Manager

Date: 1/29/15

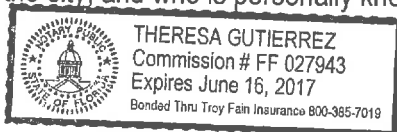
ATTEST:

By: [Signature]
Robin L. Fenwick, CMC, City Clerk

Date: 1/29/15

STATE OF FLORIDA
COUNTY OF VOLUSIA

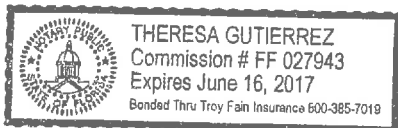
The foregoing instrument was acknowledged before me this 29 day of Jan, 2015, by Alan Rosen, as Interim Assistant City Manager of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.



[Signature]
Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 29 day of Jan, 2015, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.



[Signature]
Notary Public, State of Florida
Printed, typed or stamped name, commission and expiration:

[CA 4387]



DATE: 08/19/2014

SOLE SOURCE JUSTIFICATION

(Waiver of Competitive Quotes / Bids)

Rec'd 8-21-14

VENDOR: Xylem Water Solutions U.S.A., Inc.

COMMODITY: Flygt pumps, submersible lift station pumps, stormwater pumps, etc.

Estimated annual expenditure for the above commodity or service: \$ \$25,000.00

FW2015

Check the entry below that applies to the proposed purchase. Attach a memorandum containing complete justification and support documentation.

SOLE SOURCE JUSTIFICATION

- 1) ☐ Parts /equipment can only be obtained from original manufacturer. Not Available through regional distributors. (Attach the manufacturer's written certification that no regional distributors exist)
- 2) ☒ Only State of Florida area distributor of the original manufacturer. (Attach the manufacturer's (not distributor's) written certification that identifies all regional distributors)
- 3) ☒ Proprietary items / service. (Explain in a separate memorandum).
- 4) ☒ Parts /equipment are not interchangeable with similar parts of another manufacturer (Explain in a separate memorandum).
- 5) ☐ This is the only known item / source that will meet the specialized needs of this department or perform the intended function (Explain in a separate memorandum).
- 6) ☐ Parts /equipment are required from this vendor to provide standardization. (Explain in a separate memorandum).
- 7) ☐ None of the above apply. (Explain in a separate memorandum).

COMMENTS / EXPLANATION: (See attached required memorandum for justification)

DEPARTMENT APPROVAL

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material. **Purchasing approval required prior to submitting for City Manager approval.**

Department Head approval (up to \$2,000) [Signature]

Date: 8/19/14

IT approval (Software or hardware purchases only) _____

Date: _____

PURCHASING APPROVAL

Sole source requests shall be posted on Quote Wire for 7 calendar days by Purchasing. Prospective vendors shall provide information regarding their ability to supply the commodities or contractual services described. If no complaints or protests are received from vendors after seven days of posting, the sole source shall be deemed a valid request. Purchasing approval required prior to submitting for City Manager approval.

Posted by purchasing on Quote Wire on: waived see attached Complaints/protest received (Yes/No) _____

Verified by Purchasing: [Signature] Date: 8/26/14

CITY MANAGER APPROVAL

City Manager approval (over \$2,000) [Signature]

Date: 08/27/14



XYLEM INC. – FLYGT PRODUCTS
2152 Sprint Blvd. Apopka Florida 32703
Phone: 407-880-2900 • Fax: 407-880-2962

August 20, 2014

City of Port Orange
Attn: Bill Lathan

Subject: FLYGT PRODUCTS – SALES & SERVICE

Please be advised that Xylem, Inc. the only authorized vendor for Flygt Products and is the only authorized service repair and warranty organization in the State of Florida; (East of the Apalachicola River). Our staff is properly trained to provide you the best service available.

Thank you for your interest in Flygt Products. Do not hesitate to call me if you have any questions regarding distribution or any other matter.

Best Regards,

Tom Trent

Tom Trent/Service Manager
XYLEM WATER SOLUTIONS, INC.

*Flygt Products include submersible pumps, mixers, valves, M&C products, Syracuse safe hatch access covers and control panels.



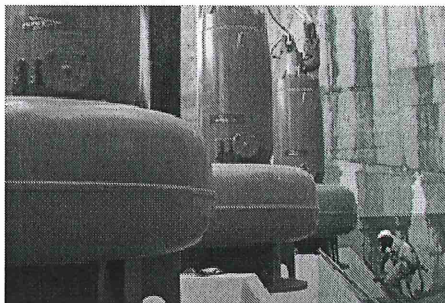
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About Flygt

Flygt, a brand of Xylem, is synonymous with engineering excellence, reliability and closeness to customers.

Flygt is a world-leader in the design and manufacture of dry and submersible pumps, mixers and related intelligent controls systems. Under the Flygt banner, customers have access to a complete range of products and solutions for moving water, wastewater, and advanced monitoring and control equipment to optimize their use. Product development and manufacturing of Flygt products is based in Sweden.

For more information on Flygt and its parent company, visit www.xyleminc.com.



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CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Contract with Port Orange/South Daytona Chamber of Commerce

DEPARTMENT: City Manager

RECOMMENDED MOTION: Motion to approve agreement for services between the City and the Port Orange/South Daytona Chamber of Commerce.

SUMMARY: For a number of years the City has had an agreement with the Port Orange/South Daytona Chamber of Commerce under which the Chamber provided certain specified business development services for the City. The attached proposed agreement would continue those services until September 30, 2016. The Agreement is subject to cancelation by either party upon thirty days notice.

Last year the Council requested detailed information in the contract so that services to be provided and measurement criteria would be included. These measures are included again this year. In addition, measures have been adjusted to incorporate requests from the Council discussion on August 25, 2015.

The contract stipulates that City shall pay the Chamber \$20,000 for the work performed under the contract. Such compensation shall be payable in quarterly payments of \$5,000.00 each, in advance on the first day of October, January, April and July.

Funding is contingent upon approval of the FY16 budget.

Project No.: Funding Account No.: 001-1100-511.31-13

ATTACHMENTS:

1.	Draft Contract with Chamber of Commerce for 2016	CHAMBER SERVICES AGREEMENT FY 2016.pdf
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Rosen, Alan
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/27/2015
Approved - 08/31/2015
Approved - 09/03/2015
Final Approval - 09/03/2015

CHAMBER SERVICES AGREEMENT

This Agreement is made this ____ day of September, 2015 by and between the **City of Port Orange**, a Florida municipal corporation (hereinafter “City”) and the **Port Orange/South Daytona Chamber of Commerce**, a Florida not-for-profit corporation (hereinafter “Chamber”) and in consideration of the mutual conditions and covenants contained herein, the parties agree as follows:

1. Services. The Chamber shall provide the services as outlined on Attachment A, which are hereby incorporated by reference and made a part of this Agreement.

2. Term. This Agreement shall be for a term of one (1) year commencing on October 01, 2015 and ending on September 30, 2016.

3. Compensation. The City shall pay the Chamber for the work performed hereunder the total sum of \$20,000.00. Such compensation shall be payable in quarterly payments of \$5,000.00 each, in advance on the first day of October, January, April and July.

4. Termination. Either party may terminate this Agreement thirty (30) days after receipt by the other party of written notice of intent to terminate.

5. Governing Law and Venue. This Agreement, the rights and obligations of the parties hereto, any and all claims or disputes relating thereto, shall be exclusively governed by and construed in accordance with the laws of the State of Florida. Venue for any dispute under this Agreement shall exclusively be in the state courts of competent jurisdiction sitting in Volusia County, Florida.

6. Indemnity. The Chamber will indemnify and hold harmless the City from and against all claims, damages, injuries, liabilities, losses and expenses, including reasonable attorney’s fees and costs, arising out of or resulting from the performance of its operations under this Agreement.

7. Notices. All notices required to be given by either party shall be in writing addressed to the other party as follows, and delivered by certified mail, return receipt requested, or in person:

CITY: City Manager
1000 City Center Circle
Port Orange, FL 32129

CHAMBER: Executive Director
Port Orange/South Daytona Chamber of Commerce, Inc.
3431 Ridgewood Avenue
Port Orange, FL 32119

8. Contract Administration. The assistant city manager shall perform contract administration of this Agreement.

9. Headings. Section and other headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision hereof.

10. Severability. In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained in this Agreement.

11. Waiver. No waiver of any breach of any agreement or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach of this Agreement. No extension of time or performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act.

12. Entire Agreement. This Agreement represents the entire agreement of the parties with respect of the subject matter of this Agreement, and all other prior agreements, written or oral, are hereby merged in this Agreement and are of no further force of effect. This Agreement may not be changed orally, but only by

agreement in writing, signed, by the party against whom enforcement of any waiver, change, modification or discharge is sought.

13. Interpretation. It is the express agreement of the parties under the circumstances calling for the construction of interpretation of any of the provisions or terms herein, that this Agreement shall not be construed against a party by reason of responsibility for its drafting.

City of Port Orange

By: _____
Allen Green, Mayor

And: _____
Michael J. Johannsen, City Manager

Port Orange/South Daytona Chamber of Commerce

By: _____
Debbie Connors, Executive Director

And: _____
Raymond M. Donadio, Jr., President

APPROVED AS TO FORM:

Matthew J. Jones
Assist. City Attorney

ATTACHMENT A
SERVICES TO BE PROVIDED

The following list of services are grouped into goal areas and include measures that are to be reported quarterly

- **Provide technical assistance to the City on issues impacting economic development and small business**
 1. Continue to coordinate advisory task forces to work with the City at the City's request on issues impacting small business and assist the City in reviewing issues directly affecting the business community.
 - Number of active advisory task forces
 2. Work with the City, Team Volusia and the Volusia County Business Development Corporation to follow up on business prospects visiting the area.
 - Percent of follow-ups with business prospects who visited Port Orange
 3. Organize business owners from Ridgewood Avenue to participate in the City's activities to promote economic development in the Ridgewood corridor. Work with the Port Orange Community Development Director to update and accomplish the Ridgewood Corridor Plan adopted by the City.
 - Specific activities to promote development on the Ridgewood Corridor.
 4. Recruit members for involvement in City committees, boards and activities affecting growth and development in the area.
 - Number of candidates the Chamber proposed for recruitment on City committees, boards, and activities when made aware of opportunities
- **Provide technical assistance to businesses and the public on issues impacting economic development and small business**
 1. Conduct monthly visits to local businesses within Port Orange to offer assistance and resources. Update current Business Resource Guide and distribute to local businesses.
 - Number of City businesses visited each month and Resource Guides distributed.
 2. Conduct at least one (1) small business development seminar or program quarterly to assist area businesses.
 - Number of small business seminars conducted each quarter
 3. Assist in planning a business expo or other project or event for Port Orange Family Days
 - Did the Chamber assist in planning a business expo, and did the Chamber assist with Port Orange Family Days Expo?

4. In conjunction with the City, develop and cosponsor at least one (1) conference or seminar in 2015 and one (1) in 2016 for small businesses interested in: providing services to the City, learning about the City's permitting processes, or other issues pertaining to enhancing the relationship between the City and the business community.
 - Number of conferences or seminars developed or cosponsored with the City for small businesses
 5. Maintain the Leadership Training Program to encourage individuals to become involved in the Chamber and the community.
 - Number of individuals completing the Leadership Training Program
 6. Provide information on the community for people visiting or relocating to the City
 - Number of inquiries received including walk-ins, calls and referrals
 7. Maintain current business tax list issued by the City in order to determine all possible businesses eligible for Chamber membership and assistance.
 - Did the Chamber maintain a current business tax list?
 8. Receive and process complaints on businesses located in the City.
 - Number of complaints received and processed
- **Provide services to the City**
 1. Provide a page for the City of Port Orange in the Community and Business Guide every year.
 - Did the Chamber provide a page to the City in the Community Business Guide?
 2. Maintain an area web page that will be hyperlinked to the City web page and Team Volusia web page.
 - Did the Chamber maintain an area web page with links to the City and Team Volusia web pages?
 3. Make the Riverside Pavilion available to the City when not in use and when needed for City functions.
 - Did the Chamber make the Riverside pavilion available to City when not in use?
 4. Provide copies of the chamber newsletter to the Mayor, City Council Members, and City Manager.
 - Did the Chamber provide copies of the monthly newsletters to the Mayor, City Council, and City Manager?
 5. Develop and distribute informational materials for economic development purposes.
 - Number of informational materials distributed
 - **Foster continuous communication with the City**

1. Provide an opportunity for City officials to speak during at least one (1) chamber program annually.
 - Number of chamber programs where City officials were invited to speak
2. Provide updates to the City on activities in other communities through chamber meetings and activities with other chambers.
 - List of joint meetings or activities attended
3. Provide reports to the City Council at Council's request, but not more frequently than quarterly detailing the services provided to the City within the reporting period. Reports should include updates on the objectives and measures included in this agreement.
 - Number of reports provided to City Council
4. Meet with the City Manager and Council Liaison monthly to maintain lines of communication between the Council and the Chamber.
 - Number of meetings with City Manager and Council Liaison
5. Provide at least two (2) forums annually for the business community to meet with local elected officials.
 - Number of forums provided for business community to meet local elected officials



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: Yes

SUBJECT: Interlocal Agreement with Volusia County for Traffic Signal Maintenance and Other Services

DEPARTMENT: Public Works

RECOMMENDED MOTION: Move to approve the interlocal agreement with Volusia County for traffic signal maintenance and other services to the City of Port Orange, and authorize the Mayor and City Clerk to execute all required documents.

SUMMARY:

The County has reviewed the City's request to limit the term of this agreement to one (1) year. The County strongly prefers not to change the term for the following reasons. Among other reasons, the three year term came as a result of expending a great deal of resources administering, managing, tracking, updating, and running through our respective legislative bodies one year term interlocal agreements in prior years. From that experience the County learned that one year terms for established services with friendly municipal parties is not practical. To conserve administrative resources, and to maintain consistency and fairness between municipalities, the County crafted a uniform interlocal agreement with a term of three years for Municipal Services. All other municipalities executing the three year agreements in 2012 have agreed to renew for three years.

Furthermore, the Termination clause (paragraph 16) allows the City to terminate the three year term at any time for no reason at all by giving the County 90 days notice. So the three year term is of no legal significance other than indicating parties intent to proceed under its terms for three years, unless one of the parties terminates it before the expiration of the three year term. However, the City can schedule an internal review of this Agreement after eight months, in May 2016, or even sooner, in order to determine whether to continue the agreement for another year beyond FY 2015-2016. The Termination clause is very liberal and if the City determines it does not want to continue for a second or third year, the City could notify the County and terminate the agreement after one year or earlier. In other words the Termination clause allows the City to control the length it is obligated under the agreement, to one year or less, if it so chooses.

Thus, it's staff recommendation to approve the attached Volusia County Interlocal Agreement which will provide for continued maintenance including roadway and drainage maintenance, as needed, in addition to traffic signal operation and maintenance while staff explores other alternatives.

Funding is contingent upon approval of the FY 16 budget.

Project No.: Funding Account No.: 001-4300-541-46-11

ATTACHMENTS:

1.	Volusia County Interlocal Agreement for Provision of Municipal Services	Volusia County Interlocal Agmt 2015-2018 aug 11 update.docx
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Cockcroft, Kynah	Created/Initiated - 08/21/2015
Jones, Matthew	Approved - 08/21/2015
Adumuah, Branford	Approved - 08/26/2015
Riehm, Tracey	Approved - 08/31/2015
Roberts, Margaret	Approved - 09/02/2015
Harden, David	Approved - 09/03/2015
Johansson, M. Jake	Final Approval - 09/03/2015

**COUNTY OF VOLUSIA STANDARD INTERLOCAL
AGREEMENT FOR PROVISION OF MUNICIPAL
SERVICES TO THE CITY OF PORT ORANGE, FLORIDA**

THIS AGREEMENT is entered into by and between the County of Volusia, a political subdivision of the State of Florida, with administrative offices at 123 West Indiana Avenue, DeLand, Florida 32720-4613, hereinafter referred to as **COUNTY**, and the City of Port Orange, a municipal corporation duly incorporated pursuant to the laws of the State of Florida, with administrative offices at 1000 City Center Circle, Port Orange, Florida 32129 hereinafter referred to as **CITY**.

RECITALS

1. The COUNTY is authorized by 125.01(p), Florida Statutes, to enter into agreements with other governmental agencies within or outside the boundaries of the county for the joint performance, or performance by one unit in behalf of the other, of any of either agency's authorized functions.
2. Public agencies (including COUNTY and CITY) are authorized by 163.01(14), Florida Statutes, to enter into contracts for the performance of service functions of [such] public agencies, but shall *not be deemed to authorize the delegation of the constitutional or statutory duties* of ... county or city officers. The parties *expressly deny* any intent, expressed or implied, in this Agreement to provide for a delegation by CITY of such constitutional or statutory duties to COUNTY.
3. The foregoing authorization for such agreements is granted to counties and cities for the purpose of permitting local governments to make the *most efficient use* of their powers by enabling them to cooperate with the other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities. 163.01(2), Florida Statutes.
4. Pursuant to 768.28, Florida Statutes, neither the COUNTY nor the CITY waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into this Agreement. This Agreement does not contain any provision that requires one party to indemnify or insure the other party for the other party's negligence, or to assume any liability for the other party's negligence.
5. The City Council of CITY, after evaluation of options for the provision to its residents of the municipal services enumerated herein, has made a legislative determination that the interests of its residents will be best served by contracting with COUNTY for provision of such services, which services will be performed by COUNTY personnel.

6. COUNTY certifies that it has qualified personnel or subcontractors to perform the services enumerated herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

PART I. GENERAL PROVISIONS

7. The foregoing representations are hereby adopted as a material part of this Agreement.

8. **PURPOSE.** The purpose of this Agreement is for the COUNTY to provide specified *municipal* services and equipment to the CITY (hereinafter, the Contract Services), at an agreed upon level of service (LOS) herein specified, in lieu of the CITY using its own personnel and equipment therefore.

9. **COUNTY DEPARTMENTS.** COUNTY shall manage the delivery of the Contract Services by allocating service task responsibilities along the organization lines of the COUNTY'S DEPARTMENTS (hereinafter, Departments). The Director of the applicable Department (or his or her designee) shall be the COUNTY'S liaison to CITY for purposes of performance, interpretation and implementation of this Agreement.

10. **MUNICIPAL SERVICES.** The Contract Services purchased by CITY herein are *municipal* level of services as described in the attached Addendum. Such Contract Services shall be provided by COUNTY resources distinct from the level of services that are funded by county-wide ad valorem and other county-wide revenues (hereinafter, "County Services"), which services COUNTY would provide irrespective of this Agreement, and which services COUNTY will continue to provide notwithstanding this Agreement. The CITY government shall pay COUNTY for the Contract Services provided for herein.

11. **NO PLEDGE OF AD VALOREM TAXES.** The parties agree that this Agreement does not constitute a general indebtedness of the CITY within the meaning of any constitutional, statutory, or charter provision of limitation and it is expressly agreed by the parties that the COUNTY shall not have the right to require or compel the exercise of ad valorem taxing power of CITY, or taxation of any real or personal property therein for payment of any monetary obligations due under the terms of this Agreement. It is further agreed that this Agreement and any funds called for to be paid hereunder shall not constitute a lien upon any real or personal property of CITY, any part thereof, and that the obligation for monetary payments called for to be made hereunder shall be deemed to exist for less than a year at any point in time and shall be entirely subject to the legislative budgetary discretion of the CITY and the COUNTY.

12. **DIVISION OF MANAGEMENT RESPONSIBILITIES.** The Contract Services specified in this Agreement reflect the general managerial and policy decisions of the CITY. The CITY may identify specific tasks within the Services described in Article 21 of this Agreement to be performed by COUNTY, and the portion of the relevant budget to be allocated thereto, including, but not limited to the location, and nature of specific projects. Except as set

forth below the COUNTY shall have the responsibility for the operational management of the provision of the actual service. It is the intent of the CITY that the CITY'S general management decisions referenced above are to be the exercise of a legislative, planning level function of the CITY, and that the CITY shall not undertake to exercise specific operational control over the provision of the Contract Services except as set forth below in this Article 12 or specifically set forth in the Addendum referenced in Article 21. Should the CITY direct or exercise operational control in fact and there be liability to third parties and/or to the County that flows therefrom, then the CITY shall have responsibility for all liability arising therefrom subject to the provisions in recital number 4 and Article 13 of this Agreement. For all other services provided by the County where specific professional standards are applicable to the performance of service tasks, the COUNTY'S designated officer in charge (OIC), or his or her designee, shall have the authority for decision making within that realm. The relevant COUNTY Department Director, or the OIC, shall be available on a regular basis to the City Manager to provide consultation and recommendations to the City Manager in his or her general management decisions as contemplated herein. The City shall make no claim against the County predicated upon the theory that the failure to provide services at a given time caused damages to the City or a third party complainant and the City shall indemnify and hold the COUNTY, its officers (elected and appointed), employees, and agents harmless from any such claims as might be asserted or otherwise alleged by third parties; however, in no event shall the CITY be required to indemnify or insure the COUNTY for the COUNTY's negligence or to assume any liability for the COUNTY's negligence in contravention of the requirements of Section 768.28, Florida Statutes.

13. **SOVEREIGN IMMUNITY.** Each party to this Agreement expressly retains all rights, benefits and immunities of sovereign immunity that they presently enjoy under the Constitution and Statutes of the State of Florida, and particularly with respect to Chapter 768, Florida Statutes. Notwithstanding anything set forth in any article of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of either party beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature and any liability of either party for damages shall not exceed the statutory limits of liability, regardless of the number or nature of any claim which may arise including but not limited to a claim sounding in tort, equity or contract. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against any party, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

14. **PERSONNEL MATTERS.** COUNTY shall allocate manpower and equipment for the performance of the Contract Services on an as needed basis. This Agreement shall not require any particular COUNTY employee to be dedicated full time to the Contract Services. All COUNTY personnel assigned to perform Contract Services shall remain subject to the COUNTY Merit System of Rules and Regulations for all purposes contemplated thereunder, including, but not limited to initial appointment and probation, training and assignment, promotions, merit and cost-of-living raises, annual leave and sick leave, and disciplinary actions. Any claim of a disciplinary nature by CITY regarding a COUNTY employee shall be referred to the Department Director, who shall remain the appointment authority for such employee, for all purposes designated under the COUNTY Merit System of Rules and Regulations. Such COUNTY

employees shall have no right to elect or choose any procedures available to CITY employees.

15. **TERM.** This Agreement shall commence on **October 1, 2015** and shall terminate at midnight on **September 30th, 2018** unless terminated pursuant to the provisions of Article 16.

16. **TERMINATION.** Either party may terminate this Agreement without cause or further liability to the other, upon written notice to the party representative specified in Article 17, given no less than **90** days prior to the requested termination date. Such notice shall be delivered by certified mail, return receipt requested, and the date of the notice shall be the date the receipt therefore is signed by an employee, official, or representative of the other party.

17. **NOTICE.** Notice as required to be given in this Agreement shall be provided to the following persons:

- a. **COUNTY:** County Manager, James T. Dinneen, Thomas C. Kelly Administration Center, 123 W. Indiana Avenue, DeLand, Florida 32720.
- b. **CITY:** City Manager, Michael H. Johansson, 1000 City Center Circle, Port Orange, Florida 32129.

18. **THIRD PARTIES.** In no event shall any of the terms of this Agreement confer upon any third person, corporation, or entity other than the parties hereto any right or cause of action for damages claimed against any of the parties to this Agreement arising from the performance of the obligations and responsibilities of the parties herein or for any other reason.

19. **DISPUTE RESOLUTION.** Any disputes concerning non-performance, or other aspects of this agreement for which either party initiates litigation to enforce its rights hereunder, shall be subject to the provisions of Chapter 164, Florida Statutes, the "Florida Governmental Cooperation Act."

20. **SEVERABILITY.** If any provision of this Agreement is found to be unconstitutional, illegal, or otherwise unenforceable by judgment of a court of competent jurisdiction, such judgment shall not invalidate the remainder of this Agreement, unless such judgment renders the purpose or performance of this Agreement no longer practical for either party.

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PART II. SPECIFIC SERVICES

21. **LEVEL OF SERVICE.** COUNTY agrees to provide the personnel and equipment at the level of service specified in the *The Delivery of Municipal Services to the City of Port Orange FY 2015-16, 2016-17, and 2017-18* which is hereby attached as the eleven page Addendum to this Agreement and is incorporated in this Agreement by this reference. Should the CITY desire the COUNTY provide services either different in kind, or at a service level different than that contemplated herein, the City Manager shall make written request therefore to the County Manager or designee and, such notice shall be sent in accordance with Article 17. Any mutually agreed-upon modification to the kind of service and/or level of service to be provided by the County shall be reduced to writing and approved by the appropriate officials of both parties. Any reduction in level of service desired by the CITY shall only be effective at the beginning of a new contract year unless both parties agree otherwise. Upon the written agreement of the County to provide a change to services which increase the level of service, the new level of service shall commence within sixty days following the date of execution of the written agreement by the County or the beginning of a new contract year whichever shall first occur. The foregoing shall not be construed as requiring the County to agree to make a change to the kind of service and/or increase to the level of service to be provided by the County. Upon a change in kind of service and/or increase in the level of service to be provided by the County compensation to the County shall be immediately adjusted to conform to the new service provided.

22. **COMPENSATION.** CITY shall pay the COUNTY in accordance with the compensation set forth in the Addendum. CITY shall pay the sum invoiced within thirty (30) days of receipt of the bill from COUNTY.

23. **ENTIRE AGREEMENT.** This Agreement reflects the full and complete understanding of the parties and may be modified or amended only by a document in writing executed by all the parties, with the same formalities as this Agreement.

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IN WITNESS WHEREOF, the parties to this County of Volusia Standard Interlocal Agreement for Provision of Municipal Services to the City of Port Orange have caused the same to be signed by their duly authorized representatives on the dates indicated below.

ATTEST:

COUNTY OF VOLUSIA

By: _____
Name: James T. Dinneen
Title: County Manager
Dated: _____

By: _____
Name: Jason P. Davis
Title: County Chair
Dated: _____

ATTEST:

CITY OF PORT ORANGE

By: _____
Name: Robin Fenwick, CMC
Title: Deputy City Clerk
Dated: _____

By: _____
Name: Allen Green
Title: Mayor
Dated: _____

ADDENDUM

COUNTY OF VOLUSIA, FLORIDA

**The Delivery of Municipal Services
to the
City of Port Orange**

Fiscal Years 2015-16, 2016-17, and 2017-18

**DEPARTMENT OF PUBLIC WORKS SERVICES
CITY OF PORT ORANGE**

FY 2015-16, 2016-17, AND 2017-18

Services	Annual Cost
Road and Bridge	As Needed
Traffic Engineering	As Needed

Public Works Services Overview

The City of Port Orange (CITY) contracts with the County of Volusia (COUNTY) to provide services from the Department of Public Works Divisions of Road & Bridge (including Signs and Markings and Weed Control) and Traffic Engineering.

Compensation

Compensation will account for actual services provided and will be charged in accordance with the following unless otherwise specified in the below description of services:

- a. **Labor (First 40 hrs of work week)**: Work hours x current hourly wage rate x current overhead rate at the time of service. Labor will be charged to the nearest one-quarter hour.
- b. **Overtime Labor (Hours over 40 for work week)**: Work hours x current hourly wage rate at time of service x 1.5 x current overtime overhead rate at the time of service. Overtime labor will be charged to the nearest one-quarter hour.
- c. **Parts, Materials and Chemicals**: All parts, materials and chemicals that are used will be billed at actual cost.
- d. **Equipment**: All equipment will be billed at the Public Works equipment rate at the time of service.

After hours work shall be work that was performed during those hours other than regular time and shall include holidays. Holidays are defined as those days officially designated as holidays by the Volusia County Council. After hours work shall be compensated based on both work time and travel time. There is a minimum two (2) hour after-hours call-out charge.

Billing

The COUNTY shall send the CITY a monthly invoice with documentation. The City shall pay all charges made in accordance with this Agreement within 30 days of receipt of the invoice.

Road and Bridge Division

The COUNTY may perform general maintenance and repair work on an “as available” basis for CITY maintained roadway and drainage infrastructure. For all requested work, the COUNTY will provide the CITY with a written cost estimate. The CITY manager or designee must then provide the COUNTY written authorization prior to commencement of the work, with the COUNTY’s cost estimate as an attachment referenced in the authorization.

All Road and Bridge services are subject to the availability of personnel and equipment at the sole discretion and determination of the COUNTY.

Traffic Engineering Division

A. Maintenance and Operation of Traffic Control Devices

The CITY is responsible for the maintenance and operation of the Traffic Control Devices identified in Exhibit “A”. The COUNTY, at the request of the CITY, shall maintain and operate these traffic control devices to ensure uniform traffic control of the road network. The coordination of the CITY’S traffic control devices with the COUNTY will promote an integrated and balanced traffic network in Volusia County to the benefit of all residents.

The COUNTY shall also maintain and operate auxiliary equipment such as overhead internally illuminated street name signs, fire preemption devices, transit priority devices, audible pedestrian signals and other devices associated with those identified in Exhibit “A” as requested by the CITY.

The CITY and COUNTY may modify Exhibit “A” throughout the life of this Agreement to account for new or removed Traffic Control Devices by written notification from the CITY’S Public Works Director to the Volusia County Traffic Engineering Director.

Service requests for the maintenance and operation of traffic control devices covered by this agreement shall be satisfied by the COUNTY when personnel and equipment are available.

1. Preventative (Routine) Maintenance

Preventive (routine) maintenance is a program to inspect and perform a set of standard actions to reduce the chance of a traffic control device failure. This maintenance also includes the repair and/or replacement of components as necessary to ensure continued proper operation of the devices.

a. Traffic Signal Preventive Maintenance

The COUNTY shall perform a minimum of two (2) preventive maintenances per year on each Traffic Signal, Traffic Signal with Pedestrian Features, Emergency Traffic Signal, Pedestrian Signal and Flasher as identified in Exhibit "A". The preventive maintenance will be done to current COUNTY standards, which are consistent with Florida DOT standards.

b. Traffic Signal Rebuild

Traffic Signal overheads should be rebuilt every 5 – 10 years due to the impact of the environment on the electronic components. The COUNTY will recommend a traffic signal rebuild when multiple failures requiring immediate repair occur in the same year. The COUNTY will submit a recommendation and a cost estimate to the CITY for the rebuild and the work will not be completed without the written approval of the CITY.

c. School Flasher Inspection and Timing

- i. The COUNTY shall perform a minimum of one (1) school flasher inspection per year, including the verification or new programming of each school flasher timing.
- ii. The COUNTY shall perform an initial (one-time) assessment and inventory of all school flashers, if none is available. This is a separate task from the annual inspection.

2. Response (Emergency) Maintenance

Response (emergency) maintenance is the immediate repair of a failed traffic control device to restore the device to normal operation. Response maintenance repairs can be either a Final Repair or a Temporary Repair as defined below:

Final Repair – The traffic control device is returned to normal operation.

Temporary Repair – The traffic control device is set into a mode of safe operation (such as on flash) until a final repair can be made. If the device is not able to be placed into a mode of safe operation, alternative traffic control methods (i.e. stop signs) will be implemented by the City.

During business hours (7:00AM - 3:30 PM, Monday through Friday), the CITY shall contact Volusia County Traffic Engineering (386-736-5968) to request response maintenance repairs. At all other times, the CITY shall contact the County Central Dispatch Center (Sheriff Operations Center) (386-736-5999).

The CITY shall identify three (3) City employees and provide contact information for each to the COUNTY for the purpose of providing emergency follow up information. Any call for response maintenance repairs from either the CITY or from the County Central Dispatch Center (Sheriff's Office Dispatch) will be responded to by the COUNTY and the services performed will be paid for by the CITY.

The COUNTY shall establish the priority of each response maintenance call based on the number of calls, the resources available and the nature of each call.

If response maintenance repairs are significant in nature (signal pole knock-down, traffic control device rebuild) the COUNTY will begin work on a Temporary Repair while contacting the CITY for authorization to complete the Final Repair. The Temporary Repair will be kept in place and maintained by the CITY until the COUNTY receives written authorization from the CITY for the Final Repair. Upon request, the COUNTY will provide the CITY with a cost estimate for the Final Repair. It is the CITY'S responsibility to collect insurance or other compensation from the parties that damaged the city equipment.

If COUNTY personnel cannot complete a response maintenance repair, COUNTY personnel will complete a Temporary Repair. The COUNTY will contact the CITY for written authorization to issue a Notice to Proceed to one of the COUNTY'S contractors to complete the repair. Upon request, the COUNTY will provide the CITY a cost estimate from the Contractor.

3. Operational Maintenance –

Traffic Signal Timing and Equipment Upgrades

Traffic signal retiming may be required every few years due to changes in traffic flow. Controllers will be inventoried and brought up to COUNTY standards.

Requests received by the COUNTY from the Public or the CITY regarding traffic signal malfunctioning, signals not operating correctly, or signals needing retiming shall be handled as Response Maintenance to ensure all equipment and controller timings are functioning correctly.

a. Signal Timing Modification

The CITY can request that the COUNTY complete a study to retime an intersection. Upon request, the COUNTY will provide the CITY with a cost estimate. If CITY approves the retiming effort, then the COUNTY will conduct the study and implement any necessary retiming.

b. Equipment Upgrades

The COUNTY will upgrade controllers to the current COUNTY standard. All CITY equipment replaced by the COUNTY will be disposed of by the COUNTY.

4. Design Modifications

Design modifications are changes to the approved design and operation of an existing traffic control device/signal. Design modifications can include changes in signal locations, configuration or displays among other design aspects.

The COUNTY will not begin work on any design modifications without an engineering study signed and sealed by a Professional Engineer licensed in the State of Florida. The COUNTY can provide the CITY with a cost estimate to complete the modification upon request.

The COUNTY can provide the CITY left-turn warrants and left-turn display (protected versus protected-permitted) studies upon request. If the study recommends a change, which is approved by the CITY, the COUNTY can then implement the modification. Cost estimates for the COUNTY to complete the above work can be provided to the CITY as requested.

5. Maintenance of Traffic

During preventive maintenance, the COUNTY or its contractor shall be responsible for maintaining safe traffic flow. During response (emergency) maintenance when law enforcement personnel are necessary to maintain safe traffic flow or worker safety, the COUNTY or its contractor shall notify local police to arrange for law enforcement.

In case of an Act of God emergency situation (e.g., hurricane, summer thunder or winter storm, tornado) that causes the loss of power to multiple traffic signals or major damage to traffic signals, the CITY shall arrange for any necessary law enforcement or placement of temporary traffic control devices (e.g., stop signs) at all appropriate traffic signal locations. Where the CITY has made previous modifications for emergency service generator hook-ups, the COUNTY will coordinate with the CITY on the need to place said generators. It will be the CITY'S responsibility to ensure the emergency service generator(s) are fueled and operational.

6. Equipment and Stock

The COUNTY will provide all equipment, parts and materials for work done for the CITY. The COUNTY shall maintain standard signal equipment in stock. The COUNTY will not stock auxiliary items such as emergency preemption devices, audible pedestrian signals and transit priority devices, but will order on an as-needed basis.

7. Electrical and Communication Costs

The CITY shall retain the responsibility to pay all related traffic control device power and communication costs. The CITY shall be responsible for the installation of any necessary telephone drops in any master cabinet and shall pay the monthly charges for such telephone drops.

8. Red Light Running Cameras

Red Light Running cameras are typically maintained and operated through a separate agreement between the CITY and a Vendor. The COUNTY will not provide any services related to Red Light Running cameras. If the CITY desires to install Red Light Running cameras on Traffic Control Devices maintained by the COUNTY along state or county roads, the CITY agrees to (1) install and pay for any separate power service hook-ups, (2) reimburse the COUNTY for any power or lighting damage repairs if any device is installed within the controller cabinet to monitor the red indication output, and (3) the CITY will hold harmless the COUNTY for any power or lighting damage emanating from the COUNTY Traffic Control Device infrastructure and power service.

9. Florida DOT Requirements for State Roads

If the CITY has entered into the Florida DOT Signal Maintenance Agreement (750-010-22 4/15), the CITY shall notify the COUNTY, and the COUNTY shall also maintain the following devices identified in Exhibit "A": emergency fire signal, pedestrian flashing beacon, speed activated warning displays, traffic warning beacons, travel time detector, UPSW/battery backup and traffic signal interconnected and maintained (TSIM) locations.

a. Preventative (Routine) Maintenance

This maintenance includes locates and preventative maintenance of all electronic signal equipment with the exception that the COUNTY will not structurally maintain any mast arms. Furthermore, for new mast arms, or mast arm structures subject to a separate agreement with the Florida DOT regarding painted mast arm structures, the COUNTY is unable to perform Periodic Maintenance and recommends that the CITY procure the services of a Traffic Signal Contractor to perform periodic maintenance.

b. Response (Emergency) Maintenance

If restoration of services is delayed and stop signs or other methods to maintain traffic (e.g., law enforcement personnel) are required, the COUNTY shall notify the CITY to provide the appropriate response. In addition, the COUNTY shall coordinate with the CITY on how to respond to critical detection device malfunctions. The COUNTY shall notify the CITY if 8% of all critical detection devices are malfunctioning at any one time.

c. Performance Measures and Reporting

The County shall submit to the Florida DOT an Annual Report prior to June 30 of each year detailing critical detection device malfunctions, traffic signal preventative maintenance inspections, annual conflict monitoring testing, and personnel (and location) overseeing interconnected signals. The COUNTY will identify the number of critical detection devices for each location on Exhibit "A."

d. Retainage

The CITY shall hold harmless the COUNTY for any retainage by the Florida DOT due to the CITY's failure to comply with the requirements of the Florida DOT Agreement based upon the CITY's failure to act once notified by the Florida DOT or COUNTY.

e. Florida DOT Agreement Cancellation

If the CITY notifies the Florida DOT of the CITY's intent to cancel the Florida DOT Agreement, the CITY shall also notify the COUNTY. If COUNTY notifies the Florida DOT of COUNTY's intent to cancel the Florida DOT Agreement, the COUNTY shall also notify the CITY.

B. Other Services

Other traffic engineering services not identified in this agreement can be requested by the CITY in writing. The services are subject to the availability of personnel and equipment at the sole discretion and determination of the COUNTY. These services include:

a. Administrative Services

Administrative Services involving new or replacement signal design or COUNTY staff appearance or attendance before CITY meetings per CITY Staff request.

b. Traffic Counts and Studies

Traffic Counts and Studies involving annual daily traffic counts on city roads and unique traffic studies responding to and resolving traffic related complaints from the public or elected officials. Such studies could include, but not limited to: Spot Speed, Multi-Way Stop, Signal Warrant, Vehicle Classification and Turning Movement Count.

c. Other Services

Other services include, but are not limited to, additional on-call personnel, traffic control for special events (parades, festivals), house moving, etc.

Natural and Manmade Disaster Emergency Response Services Department of Public Works

The COUNTY can provide Emergency Response Services for state and federally declared disasters as requested by the CITY for the above listed services. The emergency response services are subject to the availability of personnel and equipment at the sole discretion and determination of the COUNTY. Emergency services provided by the COUNTY will be billed to the CITY in accordance with this Agreement.

WITHIN COASTAL ZONE
FDOT ADDENDUM APPLICABLE

☒ YES ☐ NO
☒ YES ☐ NO

Asset #	Location	TS	IMTS	ICB	PFB	FDS	SAWD BOS	TWB	UPS	OPT	Mast Arm	Painted
153	SR 5A/NOVA RD @ MADELINE AV		✓							F	✓	
155	SR 5A/NOVA RD @ HERBERT ST		✓							F	✓	
172	US 1/RIDGEWOOD AV @ HERBERT ST		✓							F	✓	
193	SR 5A/NOVA RD @ VILLAGE TRL		✓							F	✓	✓
212	SR 421/DUNLAWTON AV @ SPRUCE CREEK RD		✓							F	✓	✓
245	SR 421/DUNLAWTON AV @ VILLAGE TRL		✓							F	✓	✓
251	SR 421/DUNLAWTON AV @ CITY CENTER PKWY		✓							F	✓	✓
361	SR 421/DUNLAWTON AV @ YORKTOWN BL		✓							F	✓	✓
374	SPRUCE CREEK RD @ EASTPORT PKWY	✓									✓	✓
389	US 1/RIDGEWOOD AV @ MEEKER PL/FIRE STATION					✓					✓	
399	CR 4009/WILLIAMSON BL @ MADELINE AVENUE	✓								F	✓	✓
403	CR 4009/WILLIAMSON BL @ WILLOW RUN BL	✓								F	✓	✓
409	CR 421/TAYLOR RD @ SUMMERTREES RD		✓							F	✓	✓
417	SR421/TAYLOR RD. @ I-95 NB RAMP		✓							F	✓	✓
428	CR 4009/S. WILLIAMSON BLVD @ SUMMER TREES RD /PAVILLION		✓							F	✓	✓
429	FIRE STATION TOWN WEST BL OFF WILLIAMSON BL					✓						
430	SPRUCE CREEK RD @ CENTRAL PARK BL					✓						
431	TAYLOR RD @ DEVON ST	✓								F	✓	✓
432	CR 4009/S. WILLIAMSON BLVD @ TOWN WEST BLVD		✓								✓	✓
435	CR 4009/S. WILLIAMSON BLVD @ MCGINNIS AV		✓							F		
436	TAYLOR RD @ BOGGS FORD RD	✓								F		
449	TAYLOR RD @ CRANE LAKES BLVD		✓									

TS - Traffic Signal
IMTS – Traffic Signal Interconnected & Monitored
ICB – Intersection Control Beacon
FDS - Emergency Fire Dept Signal
PFB - Pedestrian Flashing Beacon (SZ) - School Zones & (RRFB) - Rectangular Rapid Flashing Beacon
SAWD/BOS – Speed Activated Warning Display or Blank Out Sign
TWB - Traffic Warning Beacon
UPS - Uninterruptible Power Supply/Battery Backup
OPT - Opticom (F) – Fire (B) – Bus Priority



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: City Center Market

DEPARTMENT: Parks & Recreation

RECOMMENDED MOTION: Move to approve the City Center Market contract and authorize the Mayor and City Clerk to execute the appropriate documents.

SUMMARY: The City Center Market's current contract will expire as of September 4, 2015. The market has indicated that they would like to continue the market with the following changes.

They are recommending the following fee structure, \$50 per week from Oct. 1- May 30 and then \$25 per week from Apr 1 to Sept. 30. The market would still be responsible for set up and tear down, barricade placement, etc.

Impact to staff is minimal.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Farmer's Market Agreement	.pdf
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Lovallo, Susan	Created/Initiated - 08/18/2015
Lovallo, Susan	Approved - 08/18/2015
Jones, Matthew	Approved - 09/02/2015
Riehm, Tracey	Approved - 09/03/2015
Roberts, Margaret	Approved - 09/03/2015
Johansson, M. Jake	Final Approval - 09/04/2015



FARMER'S MARKET AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 20____, between **KMARKS ENTERPRISES, LLC**, a Florida limited liability company, whose mailing address is: 101 Laurie Drive, Ormond Beach, FL 32176 ("Event Planner"), and the **CITY OF PORT ORANGE, FLORIDA**, a chartered municipal corporation, whose mailing address is: 1000 City Center Circle, Port Orange, FL 32129-4144 ("City"), hereinafter collectively referred to as the "Parties."

WHEREAS, the City Council recognizes the community benefit of conducting a weekly Farmer's Market within the City; and

WHEREAS, the Parties previously entered into an Agreement on October 7, 2014; and

WHEREAS, the City Council wishes to permit the Event Planner to utilize the Westerly portion of the City Center Circle from the intersection of City Center Boulevard and continuing North to the intersection of City Center Drive and City Center Circle (hereinafter referred to as the "Market Area"); and

WHEREAS, the Event Planner has successfully conducted the Farmer's Market for over a year at the City Center with minimal City staff involvement; and

WHEREAS, the City Council has deemed it prudent to reduce the fees required to rent the Market Area due to the amount of responsibilities taken on by the Event Planner resulting in a reduction in the need for City staff participation.

NOW THEREFORE, the Parties, for good and valuable consideration, receipt whereof is hereby acknowledged, intending to be legally bound, agree as follows:

ARTICLE I - PREMISES

1.1 The City does hereby agree to provide usage of the Market Area according to the terms and conditions herein contained; however, Event Planner expressly acknowledges that city activities shall take priority over any Market Area usage.

1.2 City and Event Planner represent and warrant that it has the full right and authority to enter into this Agreement and all of its terms.

ARTICLE 2- TERM

2.1 The term of this Agreement shall commence on September 4, 2015 and continue for a period of one (1) year until September 3, 2016, unless sooner terminated as provided herein.

ARTICLE 3 – TERMINATION

3.1 Either party may terminate this Agreement without cause or further liability to the other, upon written notice to the party representative, given no less than thirty (30) days prior to the requested termination date. Such notice shall be delivered by certified mail, return receipt requested, and the date of the notice shall be the date the receipt therefore is signed by an employee, official, or representative of the other party.

ARTICLE 4 – FEES AND RESPONSIBILITIES

4.1 Market Area Use Fee

4.1.1 From October 1st – April 30th of the term set forth herein, the Event Planner shall pay to the City a weekly Market Area use fee of FIFTY and 00/100 DOLLARS (\$50.00) on or before the first day of each week for the use of the Market Area.

4.1.2 From May 1st – September 30th of the term set forth herein, the Event Planner shall pay to the City a weekly Market Area use fee of TWENTY-FIVE and 00/100 DOLLARS (\$25.00) on or before the first day of each week for the use of the Market Area.

4.2 Event Planner Responsibilities

4.2.1 Event Planner shall be responsible for the following obligations on a weekly basis incidental to the Farmer's Market event:

4.2.1.1 *Traffic barricades.* Event Planner shall place "Road Closed" barricade at each of the Market Area intersections prior to opening the Farmer's Market and shall remove the same after that portion of City Center Circle located within the Market Area has been cleared of all obstacles and impediments to traffic.

4.2.1.2 *Garbage control.* Event Planner shall provide trash receptacles throughout the Market Area. Event Planner is responsible for collecting all garbage created by the Farmer's Market. All garbage collected during the Farmer's Market shall be removed by the Event Planner. If the Event Planner utilizes City garbage receptacles, each of the receptacles must be replaced in its original location at the conclusion of the Farmer's Market.

4.2.2 Failure by the Event Planner to complete each the responsibilities listed above on a weekly basis shall be grounds for the City to terminate this Agreement at its sole discretion or charge additional Maintenance Staff Fees as provided for below.

4.3 Maintenance Staff Fee

4.3.1 City may provide maintenance staff at a rate of Twenty-five and 00/100 Dollars (\$25.00) per hour upon the Event Planner's request or upon the City's determination that one or more of the Event Planner's obligations set forth above have not been completed and staff is needed to complete the obligations.

4.3.2 Maintenance staff availability is not guaranteed and is subject to change. Event Planner shall notify the City fourteen (14) days in advance of any event requiring City maintenance staff.

4.3.3 Staff Maintenance Fees shall be due and payable in advance of the event requiring City maintenance staff, if staff request is made prior to the event. Should the actual hours worked by the maintenance staff exceed the projected number of hours submitted by the Event Planner, the amount of overage must be paid within ten (10) days of the conclusion of the event. If Maintenance staff is needed to complete one or more Event Planner's obligations, the corresponding fee shall be due and payable within ten (10) days of the date that staff rendered assistance.

4.4 Additional Material Fee

4.4.1 Event Planner shall be responsible for providing all materials used for setting up each weekly Farmer's Market event. These costs may include, but are not limited to: trash bags, paper towels, and tents.

4.4.2 Should the Event Planner require any additional materials from the City, the Event Planner shall pay the actual costs of material to the City within ten (10) days of the conclusion of the event.

4.5 Late Payments

4.5.1 If any payment of fees, referenced in Article 4, has not been received by the City within five (5) business days after payment is due, then Event Planner shall pay a late fee of five percent (5%) of such late payment.

4.5.2 If any payment of fees, referenced in Article 4, become fifteen (15) days or more past due, the City shall have the right to suspend any further Farmer's Market events until such payment is paid in full, including late fee.

ARTICLE 5 – INSURANCE

5.1 Event Planner must maintain general liability insurance in the amount of One Million Dollars (\$1,000,000.00) listing the City of Port Orange as an additional insured.

5.2 The Event Planner shall provide proof of the above insurance coverage in the form of a certificate of insurance prior to the execution of the Agreement.

5.3 City is entitled to direct notice of insurance cancellation.

ARTICLE 6 - HOLD HARMLESS AND INDEMNIFICATION

6.1 The Event Planner shall indemnify, protect, defend and hold harmless the City of Port Orange, its council members, officers, agents, representatives, employees and volunteers from any and all loss, claims, expenses, actions, causes of action, costs, damages, and obligations, financial or otherwise, including attorney fees and legal expenses, arising from any and all acts of the Event Planner, its agents, employees, licensees, that result in injury to, constitute violations of individual rights of persons, results in damage to property or any other liability for the City. This term shall survive beyond the expiration or termination of this Agreement.

ARTICLE 7 – USE OF CITY PROPERTY

7.1 Use

7.1.1 This Agreement is subject to and Event Planner shall comply with all statutes, ordinances, regulations, and rules of the Federal Government, the State of Florida, the County of Volusia and the City of Port Orange when using the Market Area.

7.1.2 The market hours of operation shall be Thursdays from 8:00 a.m. – 1:00 p.m.

7.1.3 City staff shall routinely check the Market Area to ensure all rules and regulations are being followed.

7.1.4 Event Planner shall be prohibited from representing itself to be owner or sole user of any City facilities.

7.1.5 Event Planner shall be liable for any and all damage that occurs to the Market Area or any City property during usage.

7.1.6 Event Planner shall report damage to Market Area within twenty-four (24) hours of damage done by calling (386) 506-5850 and by written notification to Parks and Recreation Department, City of Port Orange, FL 32129.

7.1.7 In the event of a medical emergency, Event Planner shall dial 9-1-1 and notify the City as soon as practicable thereafter in the manner set forth in the previous paragraph.

7.2 Lost & Found

7.2.1 Any items left on City property shall be held for thirty (30) days and after such time shall be considered abandoned and become the property of the City of Port Orange.

ARTICLE 8 – ASSIGNMENT

8.1 The Event Planner shall not assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of the City. Such consent shall be solely within the discretion of the City.

ARTICLE 9 – MISCELLANEOUS

9.1 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile of an executed copy of this Agreement shall be deemed valid as if an original signature was delivered.

9.2 Florida Law to Apply. This Agreement is entered into and is to be performed in the State of Florida. The City and the Event Planner agree that the law of the State of Florida shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and shall govern the interpretation of this Agreement. The parties agree that the courts of competent jurisdiction for Volusia County, Florida shall be the venue for all administrative actions or litigation.

9.3 Amendment. This Agreement may be modified or amended only by a written agreement duly executed by the parties hereto or their representatives.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.

This Farmer's Market Agreement is executed by the Parties as of the respective dates below:

WITNESSES:

Printed Name:

Printed Name:

EVENT PLANNER:

KMARKS ENTERPRISES, LLC,
a Florida limited liability company

Printed Name: Kellianne Marks

Title: Manager

Date: _____, 2015

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing Farmer's Market Agreement was acknowledged before me this ____ day of _____, 2015, by KELIANNE MARKS, as Manager of KMARKS ENTERPRISES, LLC, and who: [] is personally known to me; or [] has produced _____ as identification.

Notary Public, State of Florida at Large

Printed Name, Commission Seal and Term Expiration Date

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____

By: _____

Allen Green, Mayor

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Allen Green, as Mayor of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:

Witnesses:

ATTEST:

Printed Name: _____

By: _____

Robin L. Fenwick, CMC, City Clerk

Printed Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Robin L. Fenwick, as City Clerk of the City of Port Orange, a Florida municipal corporation, on behalf of the city, and who is personally known to me.

Notary Public, State of Florida

Printed, typed or stamped name, commission and expiration:



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Monthly Financial Report - July 2015

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to accept the financial report as presented.

SUMMARY: The Financial Report for the period ended July 31, 2015 is attached.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Financial Report July 2015	Monthly Financial Report JULY-15 - Final.pdf
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Riehm, Tracey
Riehm, Tracey
Johansson, M. Jake

Created/Initiated - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/03/2015



The City of Port Orange
Finance Department

MEMORANDUM

TO: Michael H. Johansson, City Manager
FROM: Tracey Riehm, Finance Director
DATE: September 3, 2015
SUBJECT: **Highlights of the July 2015 Financial Report**

Attached are interim financial reports and highlights of activity for the City's five major funds for the period ending July 31, 2015, which represents 83% of the fiscal year. Also attached are the financial reports from Cypress Head Golf Course and the YMCA. Detailed reports for all funds are available on the City's website at: http://www.port-orange.org/finance/?p=budget_and_financial_reports. Highlights of these funds are as follows:

GENERAL FUND (Fund 001)

Revenues: During the first ten months of the current fiscal year, the General Fund received a total of \$25,877,648 in revenues, which is 78% of general fund revenues for the year. \$24,442,116 was operating revenue and \$1,435,532 accounted for inter-fund transfers and contributions from the enterprise funds. These revenues include \$10,367,742 or 99% of the annual estimated ad valorem tax revenue. The majority of ad valorem taxes are collected in the first quarter of the fiscal year. General fund revenues are 78% of the budget compared with 80% at this point last year, however after allowing for the budgeted use of appropriated equity, the percent collected increases to 84%. Charges for services and franchise fees account for approximately 39% of the overall increase in revenue of \$609,990 compared with this time last year.

Expenditures: The first ten months operating expenditures amounted to \$25,142,884 or 76% of the estimated expenditures for the year, with an additional encumbered amount of \$979,321. Actual expenditures are \$1,783,118 more than at this time last year.

Projected Fund Balance: The General Fund currently has a year-end projected fund balance of \$13.9 million available for permitted use. A thirty percent reserve policy sets aside \$9.6 million, and leaves \$4.3 million available.

Please also see the attached financial statement for additional detail.

BUILDING SPECIAL REVENUE FUND (Fund 109)

Revenues: During the first ten months of the current fiscal year, the Building Special Revenue Fund received \$1,028,932 in operating and non-operating revenues, inclusive of transfers. This equates to 104% of the annual budget, and is \$60,583 (6.3%) more than last year. Revenues in this fund are typically received in a sporadic nature.

Last month the Building Special Revenue fund showed a gain over the prior year by \$41,735 or 4.9%.

Expenditures: Year-to-date expenditures in the Building Special Revenue fund are \$794,311 or 80% of estimated expenditure for the year. On a percent of budget basis, year-to-date expenditures are lower than this time last year; with actual expenditures at \$89,380 more than at this time last year.

Year to date, the Building Special Revenue Fund's net position has increased by \$234,621.

Please also see the attached financial statement for additional detail.

WATER & SEWER FUND (Fund 401)

Revenues: The Water and Sewer Fund collected \$19,567,191 in operating revenues during the first ten months, which is 78% of projected revenues for the year. This is \$8,956 less than last year, but \$704,690 more than in 2013.

Expenses: The first ten month's operating expenses excluding depreciation amounted to \$10,729,187 or 72% of estimated expenses for the year, with an additional \$1,095,068 encumbered. Non-operating activity reports a net loss of \$30,140 compared to a net loss of \$142,156 at this time last year. Currently, the water and sewer fund is reporting an income of \$8,807,863, but after transfers the fund is posting a gain of \$475,857 which is \$137,468 more than this time last year.

The attached financial statement provides additional detail.

SOLID WASTE FUND (Fund 410)

Revenues: The Solid Waste Fund's total operating revenues for the first ten months were \$ 5,433,657, which is 81% of the annual budget and \$56,349 less than last year.

Expenses: The Solid Waste Fund's first ten month's operating expenses excluding depreciation total \$5,000,402 or 75% of estimated expenses for the year, with an additional encumbered amount of \$1,533,832. The Solid Waste Fund currently is reporting an income before transfers of \$452,901 and a change in net position of \$292,226 after allowing for transfers. The change in net position is \$211,903 lower than at this time last year.

The attached financial statement provides additional detail.

DRAINAGE UTILITY FUND (Fund 412)

Revenues: The Drainage Utility Fund's operating revenues for ten months amount to \$3,772,474, or 99% of the annual budget and \$23,515 more than this time last

year. Increased revenue in the first months of the year represents the collection of Drainage fees by the non-advalorem method.

Expenses: For the first ten months operating expenses totaled \$1,272,401 which is 73% of the annual budget and \$57,677 more than last year. An additional \$1,127,522 is encumbered. After allowing for non-operating expenses, transfers in lieu of taxes and debt service payment transfers, the Drainage fund reported an increase in net position of \$1,515,919 which is \$1,924,649 more than at this time last year.

The attached financial statement provides additional detail.

YMCA REPORT

The financial reports for the period ending July 31, 2015 for the YMCA are attached.

GOLF COURSE REPORT

The financial report for the period ending July 31, 2015 for the Cypress Head Golf Course is attached. Detailed statements are available in the Finance Department.

IN SUMMARY:

As appropriations lapse at the end of each year, City Council re-appropriates funding for open purchase orders and existing funded projects. Total budget projections as they are presented in the attached reports incorporate current year appropriations plus prior year carryover pertaining to open and in process projects. Available liquid equity has been evaluated and is adequate to meet or exceed revenue policies as established by City Council.

Should you have any questions as they relate to this report or its attachments, please feel free to contact me.

Thank you,

Tracey Riehm
Finance Director

City of Port Orange Revenue Comparison - General Fund (001) Period Ending: July 31 (83% of the Fiscal Year)									
Sub Activity	2013			2014			2015		FYTD15 % of Budget
	FYTD Actual	Audited Annual Receipts	FYTD13 % of Total	FYTD Actual	Audited Annual Receipts	FYTD14 % of Total	FYTD Actual	Total Current Budget	
ADVALOREM TAXES	10,304,095	10,314,613	100%	10,355,581	10,360,132	100%	10,367,742	10,482,626	99%
SALES & USE TAXES	0	678,287	0%	0	717,597	0%	0	676,307	0%
UTILITY SERVICE TAXES	3,316,921	4,599,253	72%	3,619,624	5,002,091	72%	3,709,866	4,741,600	78%
COMMUNICATIONS SERVICE TX	1,399,312	2,075,119	67%	1,337,989	1,972,034	68%	1,271,123	1,919,331	66%
LOCAL BUSINESS TAX	67,434	145,390	46%	43,301	122,860	35%	40,911	145,390	28%
FEES & PERMITS	1,815,671	2,985,926	61%	1,919,030	3,200,700	60%	2,045,150	3,001,600	68%
INTER GOVT	3,182,035	4,545,322	70%	3,367,791	4,784,473	70%	3,610,038	4,715,508	77%
CHARGES FOR SERVICE	2,058,889	2,370,853	87%	2,052,744	2,273,583	90%	2,163,206	2,329,834	93%
FINES & FORFEITS	113,617	144,421	79%	124,068	165,185	75%	191,916	123,700	155%
MISC REVENUE	489,056	626,226	78%	1,067,154	1,208,274	88%	1,042,165	1,040,467	100%
INTERFUND TRANSFER	86,095	150,082	57%	65	65	100%	63,649	63,649	100%
CONTRB FROM ENTERPRISE FD	1,435,570	1,722,684	83%	1,380,310	1,656,372	83%	1,371,883	1,646,259	83%
APPROPRIATED EQUITY	0	0	0%	0	0	0%	0	2,113,208	0%
INTERNAL SERVICES	0	0	0%	0	0	0%	0	0	0%
INTRA. GOV. SERVICES	0	0	0%	0	0	0%	0	0	0%
GENERAL FUND REVENUE:	\$24,268,694	\$30,358,176	80%	\$25,267,658	\$31,463,366	80%	\$25,877,648	\$32,999,479	78%

City of Port Orange Expense Comparison - General Fund (001) Period Ending: July 31 (83% of the Fiscal Year)									
Department Description	2013			2014			2015		FYTD15 % of Budget
	FYTD Actual	Audited Annual Expenditures	FYTD13 % of Total	FYTD Actual	Audited Annual Expenditures	FYTD14 % of Total	FYTD Actual	Total Current Budget	
NON DEPARTMENTAL	1,708,119	2,061,306	83%	1,719,061	2,264,450	76%	3,186,484	3,830,334	83%
MAYOR & COUNCIL	161,261	191,560	84%	166,634	198,686	84%	164,407	202,322	81%
CITY MANAGER	429,691	516,348	83%	383,381	476,171	81%	334,240	475,424	70%
LEGAL SERVICES	346,369	469,526	74%	397,365	515,978	77%	400,044	616,986	65%
CITY CLERK	198,844	248,094	80%	195,733	255,705	77%	236,122	287,393	82%
FINANCE	530,853	686,937	77%	605,172	740,966	82%	693,228	962,251	72%
PERSONNEL	290,273	358,191	81%	221,532	276,184	80%	263,773	331,506	80%
COMMUNITY DEVELOPMENT	1,009,946	1,292,172	78%	1,029,841	1,298,459	79%	1,019,147	1,397,089	73%
FIRE SERVICES	5,911,347	7,617,193	78%	6,156,888	8,268,579	74%	5,983,804	8,076,840	74%
POLICE	8,123,580	10,868,012	75%	8,794,339	11,095,306	79%	9,164,642	11,677,153	78%
PUBLIC WORKS	1,479,636	1,874,039	79%	1,506,537	1,875,210	80%	1,542,824	2,118,947	73%
PARKS MAINTENANCE	1,287,120	1,659,830	78%	1,440,074	1,830,748	79%	1,362,460	1,953,071	70%
RECREATION	440,625	629,992	70%	503,224	684,616	74%	532,160	773,283	69%
ATHLETICS	263,193	335,950	78%	234,821	287,958	82%	256,770	278,285	92%
POGTV	7,940	9,501	84%	5,163	6,313	82%	2,779	18,595	15%
GENERAL FUND EXPENSES:	\$22,188,796	\$28,818,651	77%	\$23,359,766	\$30,075,329	78%	\$25,142,884	\$32,999,479	76%
Excess of Revenue over(under) Expenditures	\$2,079,898	\$1,539,525		\$1,907,892	\$1,388,037		\$734,764	\$0	

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE									
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE									
BUDGET AND ACTUAL - BUILDING SPECIAL REVENUE FUND (109)									
Period Ending: July 31 (83 % of the Fiscal Year)									
	FY2013			FY2014			FY2015		
	FYTD Actual	Audited Annual	%	FYTD Actual	Audited Annual	%	FYTD Actual	Budgeted Annual	%
Revenues									
Permits and fees	1,307,601	1,598,360	82%	960,308	1,176,045	82%	1,012,863	936,200	108%
Miscellaneous			0%	83	83	100%			0%
Total operating revenues	1,307,601	1,598,360	82%	960,391	1,176,128	82%	1,012,863	936,200	108%
Expenditures									
General government:									
Planning and community development	674,239	827,244	82%	704,931	863,069	82%	794,311	989,908	80%
Total operating expenses - w/o depreciation	674,239	827,244	82%	704,931	863,069	82%	794,311	989,908	80%
Operating income (loss)	633,362	771,116	82%	255,460	313,059	82%	218,552	(53,708)	-407%
Non-operating revenues (expenses)									
Interest earnings	(127)	3,929		7,958	3,180		13,455	7,000	
Other income (expense)									
Interest and amortization expense									
Total nonoperating revenue (expenses)	(127)	3,929	0%	7,958	3,180	0%	13,455	7,000	0%
Income (loss) before contributions and transfers	633,235	775,045	82%	263,418	316,239	83%	232,008	(46,708)	-497%
Appropriated Fund Balance								44,095	
Transfers									
Transfers in							2,613	2,613	
Transfers (out) - In Lieu of Tax									
Transfers (out) - Debt Service									
Change in net position	633,235	775,045		263,418	316,239		234,621	-	

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE									
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE									
BUDGET AND ACTUAL - UTILITIES OPERATING FUND (401)									
Period Ending: July 31 (83 % of the Fiscal Year)									
	FY2013			FY2014			FY2015		
	FYTD Actual	Audited Annual	%	FYTD Actual	Audited Annual	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Water sales	8,391,716	10,834,898	77%	8,708,802	10,957,095	79%	8,520,011	11,165,689	76%
Hydrant rentals	32,854	35,095	94%	32,969	35,235	94%	33,265	38,800	86%
Sewer charges	9,792,209	12,197,415	80%	9,982,064	12,893,433	77%	10,350,740	12,945,185	80%
Connections service, and cut-off charges	537,965	692,830	78%	760,638	937,684	81%	618,483	891,308	69%
Other revenues	107,756	47,161	228%	91,674	309,840	30%	44,691	16,253	275%
Total operating revenues	18,862,500	23,807,399	79%	19,576,146	25,133,286	78%	19,567,191	25,057,235	78%
Operating expenses									
Personal services	4,393,131	5,410,793	81%	4,667,687	5,696,318	82%	4,571,993	6,180,072	74%
Contractual services (Professional & Other) ¹	367,518	2,197,427	17%	377,626	2,230,218	17%	765,405	1,227,496	62%
Utilities	928,939	1,107,419	84%	1,064,289	1,349,753	79%	1,085,481	1,217,200	89%
Maintenance and repairs	323,511	1,316,685	25%	242,261	1,933,414	13%	254,321	717,161	35%
Other supplies and expenses	3,394,985	3,022,657	112%	3,555,842	2,906,828	122%	4,051,987	5,502,574	74%
Total operating expenses - w/o depreciation	9,408,083	13,054,981	72%	9,907,705	14,116,531	70%	10,729,187	14,844,503	72%
Operating income (loss)	9,454,417	10,752,418	88%	9,668,441	11,016,755	88%	8,838,003	10,212,732	87%
Non-operating revenues (expenses)									
Interest earnings	(11,470)	60,624		46,687	53,444		85,030	54,500	
Other income (expense)	(566,736)	165,670		(177,659)	445,747		(107,641)	(410,784)	
Interest and amortization expense	(14,768)	(1,463,932)		(11,184)	(1,361,091)		(7,529)	(259,793)	
Total nonoperating revenue (expenses)	(592,974)	(1,237,638)	48%	(142,156)	(861,900)	16%	(30,140)	(616,077)	5%
Income (loss) before contributions and transfers	8,861,444	9,514,780	93%	9,526,285	10,154,855	94%	8,807,863	9,596,655	92%
Appropriated Fund Balance								403,667	
Transfers									
Transfers in	148,330			-			9,579	9,579	
Transfers (out) - In lieu of tax	(1,080,510)	(1,296,611)		(1,063,431)	(1,276,118)		(1,050,453)	(1,260,543)	
Transfers (out) - debt service ²	(8,218,359)	-		(8,124,465)	-		(7,291,133)	(8,749,358)	
Change in net position	(289,095)	8,218,169		338,389	8,878,738		475,857	-	

¹ Contractual Services for FY14 Audited and FY15 amounts include both Professional Services and Other Contractual Services. FY13 and FYTD14 Actual amounts include only Other Contractual Services.

² Proprietary Debt Service transfers zero out as part of the year-end funds consolidation process.

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE									
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE									
BUDGET AND ACTUAL - SOLID WASTE OPERATING FUND (410)									
Period Ending: July 31 (83 % of the Fiscal Year)									
	FY2013			FY2014			FY2015		
	FYTD Actual	Audited Annual	%	FYTD Actual	Audited Annual	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Waste Disposal Fees	5,271,148	6,660,470	79%	5,461,189	6,943,255	79%	5,420,956	6,676,695	81%
Other revenues	50,678	63,193	80%	28,817	41,749	69%	12,701	67,100	19%
Total operating revenues	5,321,826	6,723,663	79%	5,490,006	6,985,004	79%	5,433,657	6,743,795	81%
Operating expenses									
Personal services	192,812	203,426	95%	168,143	226,705	74%	176,310	224,102	79%
Contractual services (Professional & Other) ¹	4,200,432	5,963,238	70%	4,293,797	4,805,927	89%	4,371,422	5,876,413	74%
Utilities	157	982	16%	249	1,014	25%	718	720	100%
Maintenance and repairs	2,493	10,331	24%	735	6,843	11%	1,814	2,250	81%
Other supplies and expenses	341,889	56,421	606%	373,146	1,414,561	26%	450,137	567,361	79%
Total operating expenses (w/o depreciation)	4,737,783	6,234,398	76%	4,836,071	6,455,050	75%	5,000,402	6,670,846	75%
Operating income (loss)	584,043	489,265	119%	653,935	529,954	123%	433,255	72,949	594%
Non-operating revenues (expenses)									
Interest earnings	(1,413)	5,848		11,842	6,580		19,645	14,000	
Other income (expense)									
Interest and amortization expense									
Total nonoperating revenue (expenses)	(1,413)	5,848	-24%	11,842	6,580	180%	19,645	14,000	140%
Income (loss) before contributions and transfers	582,630	495,113	118%	665,777	536,534	124%	452,901	86,949	521%
Appropriated Fund Balance								106,038	
Transfers									
Transfers in							888	888	
Transfers (out) - In lieu of taxes	(196,870)	(236,242)		(161,649)	(193,978)		(161,563)	(193,875)	
Transfers (out) - debt service									
Change in net position	385,760	258,871		504,129	342,556		292,226	-	

¹ Contractual Services for FY14 Audited and FY15 amounts include both Professional Services and Other Contractual Services. FY13 and FYTD14 Actual amounts include only Other Contractual Services.

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE									
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE									
BUDGET AND ACTUAL - STORMWATER OPERATING FUND (412)									
Period Ending: July 31 (83 % of the Fiscal Year)									
	FY2013			FY2014			FY2015		
	FYTD Actual	Audited Annual	%	FYTD Actual	Audited Annual	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Drainage Fees	3,748,071	3,801,857	99%	3,748,833	3,805,631	99%	3,772,474	3,799,800	99%
Other revenues			0%	127	127	100%			0%
Total operating revenues	3,748,071	3,801,857	99%	3,748,960	3,805,758	99%	3,772,474	3,799,800	99%
Operating expenses									
Personal services	566,739	707,798	80%	583,366	721,017	81%	583,611	847,280	69%
Contractual services (Professional & Other) ¹	44,209	580,320	8%	48,485	613,143	8%	82,760	198,698	42%
Utilities	-	6,195	0%	-	-	0%	-	-	0%
Maintenance and repairs	82,051	103,569	79%	67,897	93,595	73%	125,697	119,691	105%
Other supplies and expenses	487,270	69,362	703%	514,976	65,509	786%	480,333	567,501	85%
Total operating expenses (w/o depreciation)	1,180,269	1,467,244	80%	1,214,724	1,493,264	81%	1,272,401	1,733,170	73%
Operating income (loss)	2,567,802	2,334,613	110%	2,534,235	2,312,494	110%	2,500,073	2,066,630	121%
Non-operating revenues (expenses)									
Interest earnings	(1,201)	17,005		18,215	20,586		27,970	26,700	
Other income (expense)	(304,572)			(1,557,927)	500,000		(94,116)	(1,873,006)	
Interest and amortization expense	(21,153)	(485,994)		(15,088)	(460,404)		(8,719)	(142,456)	
Total nonoperating revenue (expenses)	(326,925)	(468,989)	70%	(1,554,800)	60,182	-2583%	(74,866)	(1,988,762)	4%
Income (loss) before contributions and transfers	2,240,876	1,865,624	120%	979,436	2,372,676	41%	2,425,207	77,868	3115%
Appropriated Fund Balance								1,167,548	
Transfers									
Transfers in					-		847,500	850,000	
Transfers (out) - General Fund							(63,649)	(63,649)	
Transfers (out) - In Lieu of Tax	(158,190)	(189,828)		(155,231)	(186,277)		(159,867)	(191,841)	
Transfers (out) - Debt Service	(1,230,217)	(83,454)		(1,232,935)	(83,520)		(1,533,272)	(1,839,926)	
Change in net position	852,470	1,592,342		(408,730)	2,102,879		1,515,919	-	

¹ Contractual Services for FY14 Audited and FY15 amounts include both Professional Services and Other Contractual Services. FY13 and FYTD14 Actual amounts include only Other Contractual Services.

² Proprietary Debt Service transfers zero out as part of the year-end funds consolidation process. The remaining balance of Transfer (Out) - Debt Service represents governmental debt.

Note: minor variances in totals may exist due to rounding

Financial Reports
for period ending
July 31, 2015
Provided by
YMCA

Volusia Flager YMCA
Statement of Operating Revenue and Expenses
July 31, 2015
Port Orange

	MONTH ACTUAL	MONTH BUDGET	MONTH VARIANCE	MONTH LAST YEAR	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% YTD VARIANCE	YTD LAST YEAR	ANNUAL BUDGET
01 CONTRIBUTIONS	3,392	-	3,392	484	73,064	57,300	15,764	27.51%	57,364	75,800
03 SPECIAL EVENTS	1,780	3,000	(1,220)	4,245	8,188	8,650	(462)	-5.34%	11,065	27,900
08 UNITED WAY	3,466	3,411	55	3,466	24,263	24,208	55	0.23%	23,932	41,263
10 GRANTS	1,245	688	558	2,145	13,788	14,108	(319)	-2.26%	17,500	30,495
11 MEMBERSHIP	99,286	135,679	(36,393)	129,115	791,378	905,366	(113,988)	-12.59%	901,216	1,530,045
13 PROGRAM FEES	57,159	64,045	(6,886)	63,991	388,873	380,796	8,076	2.12%	377,132	616,215
14 SALE OF SUPPLIES	968	1,450	(482)	1,479	11,572	7,650	3,922	51.26%	7,547	22,000
16 LATE FEES & MISC IN	25	-	25	-	1,727	-	1,727	0.00%	-	-
19 TO/FROM RESERVE FUN	(420)	-	(420)	-	(3,818)	-	(3,818)	0.00%	-	-
TOTAL REVENUE	166,900	208,272	(41,372)	204,925	1,309,034	1,398,077	(89,043)	-6.37%	1,395,756	2,343,718
21 SALARIES AND WAGES	115,435	105,774	(9,661)	79,234	553,348	572,936	19,587	3.42%	504,133	919,778
22 EMPLOYEE BENEFITS	6,886	6,716	(170)	3,943	33,581	36,840	3,259	8.85%	27,759	59,332
23 PAYROLL TAXES & WC	11,004	11,116	111	5,931	50,075	60,188	10,112	16.80%	46,115	96,652
24 CONTRACT SERVICES	4,600	6,881	2,281	6,583	32,543	33,621	1,078	3.21%	31,342	55,811
25 SUPPLIES	4,327	3,192	(1,135)	3,740	30,877	22,842	(8,036)	-35.18%	28,693	38,800
26 TELEPHONE	905	1,017	112	1,414	7,350	7,641	291	3.80%	7,157	13,248
27 POSTAGE & SHIPPING	-	83	83	10	25	583	559	95.78%	719	1,000
28 FACILITY COSTS	40,470	41,726	1,256	42,026	280,585	297,326	16,740	5.63%	294,840	503,165
29 EQUIPMENT COSTS	4,526	5,652	1,126	3,765	35,067	42,617	7,550	17.72%	43,532	71,425
30 PROGRAM EXPENSES	11,919	6,946	(4,973)	7,308	44,379	50,485	6,106	12.09%	53,660	73,381
31 MARKETING/PROMOTION	95	500	405	121	317	1,050	733	69.78%	583	1,250
32 TRAVEL AND MILEAGE	31	169	138	40	184	1,106	923	83.40%	543	1,825
33 CONFERENCE/TRAINING	40	25	(15)	188	929	620	(309)	-49.90%	2,796	1,115
34 FUNDRAISING EXPENSE	-	-	-	-	511	-	(511)	0.00%	236	1,000
35 NAT'L & OTHER DUES	2,770	2,505	(265)	2,402	17,671	17,978	306	1.70%	16,046	31,095
37 FINANCING COSTS	-	33	33	-	-	231	231	100.00%	-	396
38 INSURANCE	2,244	2,244	-	3,814	15,710	15,710	-	0.00%	26,694	27,111
39 MISC EXPENSE	-	-	-	-	-	-	-	0.00%	739	3,879
40 DEPRECIATION/AMORT	2,068	2,372	303	3,072	15,616	16,602	985	5.94%	19,638	28,460
48 METRO SERVICES	30,304	30,304	-	29,541	203,420	203,420	-	0.00%	203,719	341,011
TOTAL EXPENSES	237,624	227,254	(10,370)	193,131	1,322,189	1,381,795	59,605	4.31%	1,308,944	2,269,734
NET FROM OPERATIONS	(70,723)	(18,981)	(51,742)	11,794	(13,155)	16,283	(29,438)	-180.79%	86,812	73,984

Financial Report
for period ending
July 31, 2015
provided by
Golf Course

The Golf Club at Cypress Head
Comparative Income Statement
For the Ten Months Ending July 31, 2015

	MTD	YTD	Audited	Percent	MTD	YTD	Annual	Percent
	Prior Year	Prior Year	Prior Year	of Total	Actual	Actual	Budget	of Total
REVENUES								
Green Fees & Cart Fees	74,014	927,019	1,051,059	88%	637	714,342	782,295	91%
Merchandise	5,274	61,267	72,272	85%	246	53,518	48,222	111%
Other Pro Shop	522	8,187	8,445	97%	2,576	9,231	7,112	130%
Range	2,379	31,287	35,287	89%	0	16,885	38,615	44%
Food and Beverage	20,457	251,949	287,748	88%	0	182,967	192,398	95%
Membership Initiation Fees	250	250	250	100%	0	0	0	
Other Operating Revenues	3,088	33,393	38,076	88%	0	24,901	28,192	88%
TOTAL REVENUE	105,985	1,313,353	1,493,137	88%	3,459	1,001,843	1,096,834	91%
COST OF SALES								
Merchandise	3,673	43,351	49,275	88%	451	44,215	33,786	131%
Food & Beverage	11,918	99,031	112,519	88%	(1)	72,592	69,374	105%
TOTAL COGS	15,592	142,382	161,794	88%	450	116,807	103,160	113%
COGS - Merchandise %	69.6%	70.8%	68.2%	103.8%	183.0%	82.6%	70.1%	117.9%
COGS - Food %	58.3%	39.5%	39.3%	100.5%		39.8%	36.1%	110.4%
PAYROLL								
Course and Grounds	22,644	226,586	271,543	83%	23,357	240,873	290,505	83%
Carts, Range, Starters, Etc.	5,512	56,486	65,268	87%	0	39,741	41,564	96%
Pro Shop	5,038	44,681	53,393	84%	0	33,566	29,218	115%
Food and Beverage	12,306	124,973	142,814	88%	0	94,245	89,127	106%
General and Administrative	9,421	101,410	120,964	84%	9,098	105,915	125,500	84%
Marketing	4,468	40,586	47,276	86%	2,348	37,985	42,040	90%
TOTAL PAYROLL	59,391	594,722	701,259	85%	34,803	552,324	617,954	89%

The Golf Club at Cypress Head
Comparative Income Statement
For the Ten Months Ending July 31, 2015

	MTD	YTD	Audited	Percent	MTD	YTD	Annual	Percent
	Prior Year	Prior Year	Prior Year	of Total	Actual	Actual	Budget	of Total
OPERATING EXPENSES								
Course and Grounds	18,311	164,178	192,508	85%	22,944	166,956	192,665	87%
Carts, Range, Starters, Etc.	7,296	76,182	91,506	83%	6,919	100,431	89,536	112%
Pro Shop	693	9,545	9,935	96%	1,926	9,119	8,690	105%
Food and Beverage	3,919	32,862	36,098	91%	595	29,730	19,844	150%
General and Administrative	14,446	173,917	201,262	86%	13,777	162,619	169,159	96%
Marketing	1,292	19,946	21,090	95%	974	20,971	34,219	61%
TOTAL OPERATING EXPENSES	45,957	476,631	552,399	86%	47,135	489,827	514,113	95%
TOTAL EXPENSES	120,939	1,213,735	1,415,452	86%	82,388	1,158,957	1,235,227	94%
OTHER INCOME (EXPENSE)								
MANAGEMENT FEES	(7,225)	(72,250)	(86,700)	83%	(3,685)	(62,541)	(66,330)	94%
Depreciation & Amortization	(535)	(5,350)	(3,147)	170%	1,005	(3,810)	(3,815)	100%
TOTAL OTHER INCOME (EXPENSE)	(7,760)	(77,600)	(89,847)	86%	(2,680)	(66,351)	(70,145)	95%
NET INCOME	(22,715)	22,019	(12,162)	-181%	(81,609)	(223,465)	(208,538)	107%
Paid Rounds	3,272	34,163	39,557	14%	0	25,909	27,380	95%
Annual Pass Rounds	343	4,330	4,902	10%	0	2,970	3,233	92%
Other Rounds	313	2,782	3,210	12%	0	1,772	2,007	88%
Total Rounds	3,928	41,275	47,669	13%	0	30,651	32,620	94%
Revenue/Paid Rounds	\$ 32.39	\$ 38.44	\$ 38.00		\$ -	\$ 38.67	\$ 40.06	97%
Revenue/Total Rounds	\$ 26.98	\$ 31.82	\$ 31.00		\$ -	\$ 32.69	\$ 33.62	97%

City of Port Orange
Statement of Cash Flows
Golf Course
for period ending July 31, 2015

Description	Golf Course - Cash Accounts			
	Clearing Account 450-0000-104	Cash with Fiscal Agent	R&R Account 451-0000-104	Total All Cash
Beginning Balance	298,664.07	(6,675.00)	915,365.04	1,207,354.11
Cash Inflows:				
Funding request from GC	(98,648.62)		-	(98,648.62)
Cash transfer from (to) GC operating fund				-
Cash transfer from GC for surcharge	-			-
Cash transfer from GC for sales tax				-
Interest earnings	44.03		152.38	196.41
Total Inflows:	(98,604.59)	-	152.38	(98,452.21)
Cash out flows:				
Fleet lease expense	(10,527.09)			(10,527.09)
Fleet maintenance charges	(117.00)			(117.00)
Accounts Payable expense	(134.28)		(261,804.73)	(261,939.01)
Visa payment				-
Sales tax payment	(359.22)			(359.22)
Total out flows:	(11,137.59)	-	(261,804.73)	(272,942.32)
Transfers:				
Transfer to W & S - Payment on Debt				-
Loan Pool Loan from 508 - Golf Course Renovation				
Loan Pool Loan from 508 - Clubhouse Renovation				
Total Transfers	-	-	-	-
Net Cash Flows		36,447.00		36,447.00
Ending Balance	188,921.89	29,772.00	653,712.69	872,406.58

Note: minor variances in totals may exist due to rounding



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Time and Attendance and Scheduling Software (RFP #15-05)

DEPARTMENT: Administrative Services

RECOMMENDED MOTION: Provide direction on a scheduling system, time and attendance system, and/or process improvement effort related to the payroll process for the Police and Fire Departments.

SUMMARY: To enhance the internal control environment and provide for increased efficiency in the payroll process (for Police and Fire), the City's Auditor has made repeated comments that the City should implement and make use of an automated time clock system.

These audit comments led to the issuance of RFP #15-05, *A Request for Proposals for Automated Time & Attendance System for the Police and Fire Departments*. The Police and Fire Departments, accounting for approximately 164 employees, are the only two City Departments that could not successfully implement the City's Executime system that was purchased in 2008.

Three vendors responded to RFP #15-05. Executime, Cincinnati Time and Kronos. The Evaluation Committee invited all three vendors to make presentations and answer questions. At the conclusion of the presentations, the Committee ranked all three firms based upon their proposals including the scheduling option. The scheduling option was included since it was deemed necessary by the Committee to meet the unique payroll needs of Police and Fire. The Committee ranked Kronos #1, Cincinnati Time Systems #2, and Executime #3.

The proposal by Kronos would focus strictly on Police and Fire and maintain the Executime system for the rest of the City. The Kronos proposal price for this option, including the scheduling component, is \$167,087.50. However, upon discussions with Kronos, they were deemed to be non-responsive because they neglected to include costs requested in the RFP that they later tried to add.

City staff also met with our auditors to determine the exact need identified by their audit comments. In this discussion, the auditors determined that the City could eliminate the concern by implementing a scheduling system instead of a time and attendance and scheduling system. They also indicated that if the cost to avert the identified risk was too great, the audit comment would not be repeated.

The RFP Committee reconvened and decided to reject all bids. The committee also discussed the possibility of moving forward by completing a process improvement on the payroll process for police and fire before implementing software. A process

improvement on payroll for these two departments may cost between \$25,000 and \$35,000.

The possible cost of implementing a scheduling component (based on what was provided from Kronos) would be around \$92,000. However, if the City requested an RFP process or piggybacked off of another contract for a scheduling system only, the price may be different.

Project Funding Account
No.: No.:

ATTACHMENTS:

1.	Kronos Pricing Schedule	Kronos Pricing for Workforce Central and Telestaff - City of Port Orange.pdf
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Steinebach, Donna	Created/Initiated - 07/28/2015
Rosen, Alan	Approved - 08/27/2015
Riehm, Tracey	Approved - 08/27/2015
Johansson, M. Jake	Final Approval - 09/01/2015

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Workforce Central Time and Attendance for Police and Fire (164 employees)			
Licenses	\$10,193.00		
Annual Maintenance (first year waived through purchase w/ US Communities Implementation)	(\$2,243.00)	2,332.72	2,426.03
Education	\$22,680.00		
	\$4,900.50	\$4,900.50	4,900.50
Total:	\$37,773.50	\$7,233.22	\$7,326.53
Integration to Telestaff Scheduling	\$14,400.00		
Total w/ integration to Telestaff Scheduling:	\$52,173.50	\$7,233.22	\$7,326.53

Workforce Central Time and Attendance for City (430 employees)			
Licenses	\$40,609.00		
Annual Maintenance (first year waived through purchase w/ US Communities Implementation)	(\$8,934.00)	\$9,291.36	\$9,663.01
Education	\$24,660.00		
	\$5,940.00	\$5,940.00	\$5,940.00
Total:	\$71,209.00	\$15,231.36	\$15,603.01
Integration to Telestaff Scheduling	\$14,400.00		
Total w/integration to Telestaff Scheduling:	\$85,609.00	\$15,231.36	\$15,603.01

6 Proximity/Biometric Time Clocks

Time Clocks	\$20,462.00		
Annual Maintenance	\$2,430.00	\$2,527.20	\$2,628.29
Total:	\$22,892.00	\$2,527.20	\$2,628.29

23 Proximity/Biometric Time Clocks

Time Clocks	\$78,437.82		
Annual Maintenance	\$9,315.00	\$9,687.60	\$10,075.11
Total:	\$87,752.82	\$9,687.60	\$10,075.11

Telestaff Scheduling for Police and Fire

Licenses	\$22,677.00		
Annual Maintenance (first year waived through purchase w/ US Communities Configuration)	(\$5,669.19)	\$5,895.96	\$6,131.80
Education	\$67,680.00		
	\$945.00	\$945.00	\$945.00
Total:	\$91,302.00	\$6,840.96	\$7,076.80
Integration to Workforce Central Time and Attendance	\$720.00		
Total w/ Integration to Workforce Central Time and Attendance:	\$92,022.00	\$6,840.96	\$7,076.80



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Cypress Head Restaurant Renovations

DEPARTMENT: Parks & Recreation

RECOMMENDED MOTION: Discussion item only.

SUMMARY: The Tavern at Cypress Head will be opening on November 1, 2015 and the new tenant is requesting that some improvements be made to the restaurant to provide the customer with a new look, maximize the space and improve the dining experience for both golfers and citizens.

Request for improvements include: additional carpet, adding and eliminating select walls, repairs to the bar, addition of outside deck, addition of decorative shutters, and installation light fixtures. These improvements are being requested to be funded and constructed by the city as part of the clubhouse renovation.

In addition to the request above the tenant would like to make the following improvements at their expense: signage for the building and roadway, outdoor firepit with gas line, resurface the bar, paint the interior, build walls and doors on the storage rooms, and upgrade the inventory (plates, glasses, flatware, furniture, etc.) All improvements must be approved by the contract administrator in writing prior to work starting.

Staff is requesting direction on proposed improvements, budget guidance for these improvements and timeline for work completion.

The Lease (see "Section 9 – Alterations") requires the tenant/lessee to submit "detailed plans and specifications" for proposed alterations.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

Lovallo, Susan	Created/Initiated - 08/27/2015
Lovallo, Susan	Approved - 09/03/2015
Jones, Matthew	Approved - 09/03/2015
Roberts, Margaret	Approved - 09/03/2015
Johansson, M. Jake	Final Approval - 09/04/2015



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Lease agreement with Cypress Greens LLC.

DEPARTMENT: Parks & Recreation

RECOMMENDED MOTION: Move to approve the lease agreement with Cypress Greens LLC for the operation of The Tavern at Cypress Head and authorize the Mayor and City Clerk to execute the appropriate documents.

SUMMARY: On August 12, 2015 a committee comprised of Staff, a Councilman, and representatives from the Cypress Head Homeowners Association and Kemper Sports Management heard presentations from two groups in response to Bid #15-29. Each group provided an overview of how they would operate the restaurant at Cypress Head and proposed a plan for Capital improvements.

Both groups proposed identical lease payments of \$2,250 per month. The two groups who presented were Lotsa Panche and Cypress Greens.

Cypress Greens ranked the highest and therefore is being recommended to operate the restaurant. The restaurant will be called "The Tavern at Cypress Head".

Project No.: Funding Account No.: 450-0000-347.36-00 (Revenue)

ATTACHMENTS:

1.	Final Ranking Summary	15-25 Final Ranking Summary.pdf
2.	Restaurant Lease at Cypress Head	Restaraunt Lease w. Ex. A 8.28.15.pdf

Lovallo, Susan
Lovallo, Susan
Jones, Matthew
Gomez, Joseph
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/18/2015
Approved - 08/18/2015
Approved - 09/02/2015
Approved - 09/03/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/04/2015



The City of Port Orange

Committee Evaluation Tab



SUMMARY: FINAL RANKING

RFP #15-29 Restaurant Operations and Management at Cypress Head

Meeting date: August 12, 2015 1:00 pm, Council Chambers, City Hall

Committee member	Cypress Greens	LotsaPanache Bistro
Scott Stiltner, Councilman	91	83
Alan Rosen, Interim Assistant City Manager	87	90
Susan Lovallo, Parks and Recreation Director	100	80
Bob Duquette, Kemper Sports	90	70
Rich Lee, Cypress Head HOA	95	93
Total points:	463	416
Rank:	1	2

Evaluation Committee for this RFP:

Scott Stiltner, Councilman

Alan Rosen, Interim Assistant City Manager

Susan Lovallo, Parks and Recreation Director

Bob Duquette, Kemper Sports

Rich Lee, Cypress Head HOA

Notes: (Top ranked firms)

1. Cypress Greens
2. _____
3. _____

CYPRESS HEAD GOLF COURSE RESTAURANT LEASE

The City of Port Orange, Florida, 1000 City Center Circle, Port Orange, Florida 32127, hereinafter referred to as "LESSOR," and Cypress Greens, LLC, hereinafter referred to as "LESSEE" in consideration of the mutual covenants and conditions contained hereinafter, hereby agrees as follows:

1. **Premises.** LESSOR hereby leases to LESSEE, for a term and under the conditions provided hereinafter, the following described Premises:
 - a. **Restaurant.** A 5,288 square foot restaurant facility located at the Cypress Head Golf Course, 6231 Palm Vista Street, Port Orange, FL 32128, including a dining room, bar, and banquet area of approximately 4,476 square feet.
 - b. **Parking.** A non-exclusive use of the parking area adjacent to the restaurant for purposes of customer and employee parking.
 - c. **Ladies' and Men's' Restrooms.** A non-exclusive use of the restrooms (approximately 550 square feet) accessible by an attached hallway.
2. **Term.** There shall be a five (5) year Term. The initial Term shall commence on September 15, 2015, and end on September 14, 2020.
3. **Renewal Terms.** The LESSOR, with the LESSEE's acceptance, shall have the option to renew this Lease for two (2) Renewal Terms for a period of five (5) years each. In order to renew, LESSEE shall provide LESSOR with a written Request for Renewal not less than 150 days prior to expiration of the initial Term. Within 45 days of receipt of LESSEE'S Request for Renewal, LESSOR, at its sole discretion, shall notify LESSEE in writing of LESSOR'S decision regarding the potential renewal. LESSEE shall not be eligible for any renewal period unless each of the following conditions is fully satisfied at the time of the request for renewal: (i) this Lease is in full force and effect, and (ii) LESSEE has not been served with a written Notice of Breach as provided in Section 16, which violation remains outstanding and uncured on the date LESSEE requests renewal hereunder.
4. **Rent.**
 - a. **Base Rent.** LESSEE shall pay monthly to LESSOR on the 15th day of each month during the Term and any Renewal Term, Base Rent in the amount of \$2,250.00. Base Rent shall be adjusted upward on the anniversary of each Lease Year proportionate to the annual increase ("Annual Increase") in the Consumer Price Index ("CPI"). "CPI" means the Consumer Price Index for All Urban Consumers, Southern Region, All Items (1982 – 1984 = 100), published by the Bureau of Labor Statistics of the U.S. Department of Labor. "Annual Increase" means the percentage change in the CPI from January 1 to December 31 of the prior year to which the adjustment is made. Under no circumstances shall the adjustment result in a reduction in the then current Base Rent.
 - b. **Additional Rent / Taxes.**
 - i. LESSEE shall pay as Additional Rent to the LESSOR all sales and use taxes imposed by law on Rent payable under the Lease when due; and



- ii. LESSEE shall be solely responsible and shall pay to the applicable authority when due all taxes, federal, state, and local, in connection with the operation of the restaurant facility and mobile concession cart, including ad valorem taxes, sales tax due for sale of food and beverages, federal employment taxes and other federal taxes, and shall furnish proof of payment of same to LESSOR upon demand.
 - c. Late Payment. Any Rent installment that remains unpaid, or is paid after the due date shall be considered late and subject to a late charge as provided in this paragraph. In addition to paying the amount of Rent then due, LESSEE shall pay to LESSOR a late charge equal to five percent (5%) of the amount of Rent then required to be paid. Payment by LESSEE, or acceptance by LESSOR, of Rent in a lesser amount than due shall not be construed as an accord and satisfaction of any dispute between the Parties regarding sums due and payable hereunder, unless so stated in writing by LESSOR; regardless of whether such payment is accompanied by an endorsement or statement to the effect that the payment made is payment in full. LESSOR may accept any such payment without prejudice to any other rights or remedies which LESSOR may have against LESSEE.
- 5. Required Service to Public / Hours of Operations.
 - a. General. The restaurant shall be operated by the LESSEE and opened to the public every day except Christmas, and except for any period of time that the Municipal Golf Course is closed to the public, a minimum of the following times: 7:00 A.M. to 5:00 P.M., and at additional hours as proposed by LESSEE and approved by LESSOR. LESSEE shall maintain and offer a menu which includes a reasonable choice of snacks, hot and cold sandwiches, soups, and salads, plus breakfast, lunch, and dinner offerings at appropriate times of the morning, afternoon, and evening. The menu shall include a reasonable variety of non-alcoholic beverages and alcoholic beverages. LESSEE shall provide courteous service and quality foods consistent with a first-rate restaurant. LESSEE shall provide a qualified chef/cook and a management representative at all times during hours of operation. LESSEE shall also provide waiters/waitresses, bus persons, and other personnel in sufficient quantity to provide prompt and courteous service to the public.
 - b. Golf Tournaments and Banquets. The LESSEE shall make available the banquet room for golf tournaments and banquets booked by the LESSOR's golf course manager. The LESSEE shall be the exclusive food and beverages provider for such events and shall offer a minimum of three (3) tiers of pricing. The LESSEE shall schedule all special events to be held in the banquet room with the LESSOR's golf course manager to avoid potential conflicts. Golf tournaments and banquets booked by the LESSOR's golf course manager shall take priority over any other use of the banquet room by the LESSEE. LESSOR reserves the right unto itself and its golf course manager to use the restaurant name and logo established by LESSEE, as may be amended from time to time, in its marketing and promotional materials.
 - c. Mobile Concession Cart. LESSEE shall operate a mobile concession cart each day the Municipal Golf Course is open to the public. The mobile concession cart shall be provided by the LESSOR and maintained by the LESSEE. The mobile concession cart shall offer soft drinks, beer, wine, snacks, and potentially liquor. The LESSEE may utilize the golf club

maintenance fuel pumps to fuel the mobile concession cart and the cost of fuel shall be considered in determining the monthly base rent. Due to the volatility of gasoline prices, the LESSOR shall have the right to re-evaluate this term on the anniversary of each Lease Year and may, at its sole discretion, require a portion, but no more than 50%, of the total monthly fueling costs for the mobile concession cart be paid by the LESSEE to the LESSOR as a utility expense.

- d. Restrooms. LESSEE shall permit golf course patrons who are not patrons of the LESSEE to use the bathrooms on the Premises. LESSEE shall clean the restrooms at least once per day in order to maintain a clean and sanitary environment. In exchange, LESSOR shall provide potable water and sanitary sewer to the Premises without reimbursement.
- e. Alcoholic Beverage Services. LESSEE shall acquire, maintain, and fulfill the requirements of SRX State of Florida Restaurant Liquor License. LESSEE shall not use, sell, give away, or permit the use, sale, or gift of any alcoholic beverages on or from the Premises without having obtained and having in force all required permits and licenses therefor from governmental authorities. LESSEE shall immediately and diligently seek to obtain such permits and licenses at its own cost and expense and shall maintain them in full force and effect during the initial Term and any Renewal Term.

6. LESSEE's Use.

- a. LESSEE may not sell goods, merchandise or services, in addition to food and beverage sales.
- b. LESSEE shall at its expense: (i) keep the inside and outside of all glass in the doors and windows clean; (ii) keep all exterior surfaces of the Premises clean; (iii) replace promptly any cracked or broken glass of the Premises with glass of like color, kind, and quality; (iv) maintain the Premises in a clean, orderly, and sanitary condition, free of insects, rodents, varmints, and other pests; (v) keep any garbage, trash, rubbish, or other refuse in rodent-proof containers within the interior of the Premises until removed; (vi) have garbage, trash, rubbish, and refuse removed from the Premises on at least three (3) times per week; (vii) keep all mechanical apparatus free of vibration and noise which may be transmitted beyond the Premises; (viii) comply with all laws, ordinances, rules, and regulations of governmental agencies and authorities (including, without limitation liquor licensing laws) and all reasonable recommendations of the City of Port Orange's Risk Manager, casualty insurer(s), and other applicable insurance rating organizations now or hereafter in effect; (ix) keep and maintain a security system to ensure the security of the Premises when unoccupied; (x) comply with and observe all rules and regulations established by LESSOR which apply generally to all City facilities and property; (xi) maintain sufficient inventory and have sufficient number of personnel to meet the needs of the public in the Premises; (xii) conduct its business in all respects in a dignified manner in accordance with high standards of operation consistent with the quality of operation of first-rate restaurants.
- c. LESSEE shall not (i) place on the exterior of the Premises any sign, advertising matter, or any other thing of any kind, or any decoration, lettering, or advertising matter, on any window or exterior door of the Premises, unless previously approved in writing by LESSOR; (ii) place or maintain any trash, refuse, or other articles in any vestibule or area outside the Premises not designated for such use by LESSOR; (iii) permit undue accumulations of garbage in the Premises; (iv) conduct or permit to be conducted any auction, fire sale, going out of business

sale, or bankruptcy sale unless directed by a court order, or other similar type sale in or connected with the Premises; or (v) use or permit the use of any portion of the Premises for any unlawful purpose.

7. Fixtures Equipment and Furnishings. All fixtures, equipment, and furnishings installed or placed in the Premises shall be new or reconditioned to have a like-new appearance. LESSEE's personal property and equipment that is not permanently affixed to the Premises (by way of example but not limitation, items that may be unplugged and moved) shall remain the property of LESSEE and shall not be removable at any time, including upon the expiration of the Lease. LESSEE's personal property and equipment not removed from the Premises by LESSEE upon expiration of the Lease, and all fixtures, installations, additions, partitions, hardware, light fixtures, and improvements which LESSEE is not entitled to remove at any time, including upon the expiration of the Lease, whether placed there by LESSEE or LESSOR, shall be LESSOR's property, without compensation, allowance, or credit to LESSEE.

LESSEE is to provide all fixtures, equipment and furnishings for the Restaurant, except as stated in Section 7.a. below, that is necessary and desirable for the proper operation of the restaurant facility. LESSOR shall approve in writing all proposed dining room furnishings and the restaurant floor plan. At all times during the Term or any Renewal Term, dining room furnishings shall be of a quality acceptable to LESSOR. LESSEE is required to use kitchen equipment which conforms to applicable codes and is sanitary and neat in appearance.

- a. The restaurant is presently equipped with the fixtures, equipment and furnishings set forth in the detailed inventory set forth in Section 00300 of Addendum 1 to RFP#15-29 which is hereby incorporated by reference and attached hereto as Exhibit "A".

The LESSOR shall provide the foregoing fixtures and any other existing fixtures and equipment to LESSEE in their "AS IS" condition as they presently exist in the restaurant facility. LESSEE shall be solely responsible for maintenance, repair, or replacement of such existing fixtures, equipment and furnishings as necessary.

8. Maintenance and Repair.

- a. LESSOR's Responsibilities. LESSOR, at its expense, shall make or cause to be made:

- i. Structural repairs to exterior walls, structural columns, roof, and structural floor which collectively enclose the Premises, excluding however all doors, door frames, windows, and glass;
- ii. Replacement of walk-in refrigerator located within the Premises;
- iii. Repairs to base building systems outside the Premises excluding LESSEE's grease traps or HVAC chillers servicing the Premises. Where LESSOR's repairs or replacement are necessitated by reason of the negligence or willful misconduct of LESSEE, its servants, agents, employees, contractors, customers, or invitees, LESSOR shall make, or cause, the repairs or replacement to be made at LESSEE's expense.

- b. LESSEE's Responsibilities.

- i. All repairs to the Premises or any fixtures, installations, equipment, or facilities therein, other than those repairs required to be made by LESSOR shall be made

by LESSEE at its expense. Without limiting the generality of the foregoing, LESSEE shall keep the Premises, together with all electrical, plumbing, and other mechanical installations therein, including HVAC, and the HVAC chillers and grease trap outside the Premises, in good order and shall make all repairs or replacements from time to time required thereto at its expense. LESSEE shall surrender the Premises at the expiration of the Term, Renewal Term, or at such other time as it may vacate the Premises in as good a condition as when received, excepting depreciation caused by ordinary wear and tear. LESSEE shall not overload the electrical wiring serving the Premises, or within the Premises, and shall install at its expense, subject to the provisions of Section 9 below any additional electrical wiring which may be required in connection with LESSEE's apparatus. Any damage or injury sustained by any person because of mechanical, electrical, plumbing, or any other equipment or installations whose maintenance and repair shall be the responsibility of LESSEE shall be paid for by LESSEE, and LESSEE hereby agrees to indemnify, defend, and hold LESSOR, its agents, officers, and employees harmless from and against all claims, actions, damages, and liability in connection therewith.

- ii. LESSEE shall bear the expense of any and all interior painting and decoration of the Premises, including floor and ceiling, and shall bear the expense of any and all janitorial and pest control services to the Premises.

- 9. Alterations. LESSEE shall make no alterations to the Premises without prior written approval of the LESSOR after submitting detailed plans and specifications of the proposed alteration. If such approval is granted, LESSEE shall cause the work to be performed, at its expense, promptly, efficiently, competently, and in a good and workmanlike manner. All such work shall be performed by duly qualified and licensed persons or entities approved by LESSOR. All such work shall comply with all applicable codes, rules, regulations, and ordinances. If, because of any act or omission of LESSEE, its successors or assigns, any mechanic's, materialman's, laborer's, or any other lien or other order for payment of money shall be recorded against the Premises, or any part thereof, or otherwise asserted against LESSOR, then LESSEE shall, at LESSEE's own cost and expense, cause the same to be satisfied, cancelled, and discharged of record, and further shall indemnify and hold harmless LESSOR from and against any and all costs, expenses, claims, losses or damages, including reasonable attorney's fees, through trial and appeal, resulting therefrom or by reason thereof.
- 10. ADA Compliance. Any construction, reconstruction, remodeling, installation of improvements, or other work done to the Premises by the LESSEE shall be performed in compliance with the requirements of the Americans with Disabilities Act ("ADA"), at LESSEE's expense. In the event that a regulatory agency, private party, organization, or any other person or entity makes a claim under the ADA against either the LESSEE or LESSOR or both, LESSEE shall take immediate corrective measure to cure any violation(s); and shall defend, save, and hold harmless LESSOR from any and all expenses incurred in responding to such a claim, including without limitation the fees of attorneys and other advisors, court costs, and costs incurred for bringing the Premises into ADA compliance.

11. LESSOR's Obligations to Repair and Reconstruct.

- a. If the Premises shall be damaged by fire, hurricane, the elements, accident, or other casualty, (any of such causes being referred to herein as a "Casualty") then, subject to the provisions of Section 11.c. below, LESSOR shall promptly cause such damage to be repaired or reconstructed, provided however, that LESSOR shall only be responsible for repair or reconstruction of the Premises if property insurance proceeds are sufficient to complete all such repair or reconstruction (such determination to be made by LESSOR).
- b. If the Premises are to be repaired or reconstructed by LESSOR as provided in Section 11.a. above, and the Premises shall be rendered wholly or partially untenantable, then, subject to the provisions of Section 11.c. below, LESSOR shall cause such damage to be repaired and all Rents shall be abated proportionately as to the portion of the Premises rendered untenantable during the period of such untenantability; provided however that Rents shall not be abated if the Casualty is caused by LESSEE's, or its agent's, negligence or willful misconduct. LESSOR shall not be liable for interruption to LESSEE's business or for damage to or replacement or repair of LESSEE's personal property (including, without limitation, inventory, trade fixtures, floor coverings, furniture and other property removable by LESSEE under the provisions of this Lease) or to any leasehold improvements installed in the Premises, all of which damage, replacement, or repair shall be undertaken and completed by LESSEE promptly.
- c. Option to Terminate Lease. If as a result of a Casualty:
 - (i) The Premises are rendered wholly untenantable, or
 - (ii) The Premises is damaged or destroyed, and property insurance proceeds are insufficient to complete all such repairs (as determined by LESSOR),

then the LESSOR may elect to terminate this Lease by giving the LESSEE notice of such election within 90 days after the occurrence of such event. If such notice is given, the rights and obligations of the Parties shall cease as of the date of such notice, and Rent shall be adjusted as of the date of such termination.

If the Premises are rendered wholly or partially untenantable as a result of Casualty the repair of which is the responsibility of LESSOR pursuant to the terms of this Lease, then LESSOR shall advise LESSEE within 90 days after the occurrence of such event, of LESSOR's reasonable estimate of the time which will be required to cause such damage to be repaired. If the amount of time so estimated exceeds 180 days after the occurrence of such event, LESSEE may elect to terminate this Lease by giving LESSOR notice of such election within 30 days after the LESSOR's estimate is given.

12. Force Majeure. Except with respect to any failure to pay any sum due hereunder as a result of bankruptcy, insolvency, or refusal or inability to pay, if either Party shall be delayed or hindered in whole or in part, or prevented from, the performance of any non-monetary covenant or obligation hereunder as a result of acts of God, fire or other casualty, earthquake, hurricane, flood, epidemic, landslide, enemy act, war, riot, intervention by civil or military authorities of government, insurrection or other civil commotion, general unavailability of certain materials, strikes, boycotts, lockouts, labor disputes, or work stoppage beyond the control of either Party hereto, then the

performance of such covenant or obligation shall be excused for the period of such delay, hindrance, or prevention and the period of the performance of such covenant or obligation shall be extended by the number of days equivalent to the number of days of such delay, hindrance, or prevention.

13. Utilities. LESSEE shall pay utility charges in connection with the Premises and restaurant operations including, but not limited to phone, natural gas or LP gas, Wi-Fi, internet, satellite, and cable television, and shall be responsible for payment of all deposits in connection therewith for connection of utility services to the Premises, and shall open accounts in its own name for utility services. LESSEE shall pay all utility charges promptly and when due.

14. Insurance. LESSEE shall purchase and maintain, at its own expense, the following types and amounts of insurance, in form and companies satisfactory to LESSOR.

a. Workers' Compensation Insurance. Workers' Compensation Insurance for all employees of LESSEE, employed at the Premises. The insurance required by this provision shall comply fully with the Florida Workers' Compensation Law include Employers Liability insurance with limits of not less than \$500,000 per occurrence. No class of employee shall be excluded from the Workers' Compensation coverage.

b. Liability Insurance.

i. Commercial General Liability insurance including coverage for premises/operations, independent contractors, products/completed operations, broad form property damage and personal injury on an "occurrence" basis insuring the LESSEE.

ii. Automobile Liability insurance which shall insure LESSEE for claims for damage because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle used in connection with the operations of the Premises.

iii. The general liability insurance shall include contractual liability insurance applicable to the Lessee's obligations under Section 15, below. LESSOR shall be listed as additional insured.

iv. The limits of liability under the Commercial General Liability and Automobile Liability policies for bodily injury and property damage shall be no less than \$1,000,000 per occurrence. If insurance is provided with a general aggregate, then the aggregates shall be in an amount of no less than \$2,000,000.

v. Liquor Liability coverage shall be required with no less than a \$1,000,000 limit of liability. LESSOR shall be listed as additional insured.

vi. The Commercial General Liability, Automobile Liability, and Liquor Liability insurance shall name The City of Port Orange as an additional insured.

Unless specifically waived hereafter in writing by the Risk Manager, LESSEE agrees that the insurer shall waive its rights of subrogation, if any, against the City on each of the foregoing types of required insurance coverage.

c. Property Coverage: LESSEE shall at all times during the lease term maintain in effect policies of insurance covering the personal properties located at the Premises belonging to the LESSEE, for an amount equal to no less than 80% percent of the

actual cash value of the property, for the benefit of the parties as their interest may appear hereunder, but not on buildings and LESSOR's personal property.

- d. Proof of Insurance. Certificates of Insurance acceptable to LESSOR shall be filed with LESSOR's City Clerk prior to the commencement of the initial Term of this Lease and LESSEE shall file replacement certificates 30 days prior to expiration of termination of the required insurance occurring during the term or any renewal term of this Lease. In the event such insurance shall lapse, the LESSOR expressly reserves the right to renew the insurance at LESSEE's expense. LESSEE shall furnish evidence of all required insurance in the form of certificates of insurance which shall clearly outline all hazards covered as itemized above, the amounts of insurance applicable to each hazard, the expiration dates. If requested by LESSOR, the LESSEE shall furnish copies of the insurance contracts to support the certificates of insurance provided to the LESSOR.

- 15. Indemnification. LESSEE assumes all risk in the operation of this Agreement. LESSEE shall indemnify and hold harmless the LESSOR, and LESSOR's officers, employees, and agents, from and against all claims, Damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting directly or indirectly from the occupancy or use of the Premises by the LESSEE provided that the claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of the LESSOR, LESSEE or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The indemnification agreement is separate and apart from, and in no way limited by, any insurance provided pursuant to this agreement or otherwise.
- 16. Breach/Termination. The rights of LESSEE may be terminated by LESSOR as provided below, upon the happening of any of the following events of conditions:
 - a. Failure to pay any component of Rent when due.
 - b. Failure to provide required continuous restaurant services and concession cart to the public during the Term or any Renewal Term as specified in Section 5.
 - c. Destruction, damage, or other harm to LESSOR's property caused by LESSEE's, or its agent's, negligence or willful misconduct.
 - d. Failure to comply with local and state health requirements.
 - e. Failure to comply with any other provision of this Lease.

For any violation of this Lease other than Section 16.a. or b. above, LESSOR shall provide LESSEE with a written Notice of Breach, and LESSEE shall have 15 days from receipt of the notice to correct the violation. In the event LESSEE fails to make such a correction within the 15 day period, LESSOR may provide LESSEE with written Notice of Termination, and this Lease shall be deemed terminated as of the date of receipt of such notice. For any violation of Section 16.a. above, if any component of Rent is not fully paid within 7 days of the due date, LESSOR may provide LESSEE with written Notice of Termination, and this Lease shall be deemed terminated as of the date of receipt of such notice. For any violation of Section 16.b. above, if LESSEE fails to provide continuous restaurant services as specified in Section 5, the LESSOR may provide Notice of Termination, and this Lease shall be deemed terminated as of the date of receipt of such notice.

Upon Notice of Termination, LESSEE shall immediately surrender the Premise, and LESSOR shall be entitled to retake possession.

17. Holding Over.

- a. If LESSEE shall be in possession of the Premises at termination of this Lease with LESSOR's written consent, the tenancy under this Lease shall become one from month-to month upon all the terms and conditions contained in this Lease, and such tenancy shall be terminable by either Party as of any date on not less than 30 days prior written notice to the other party specifying such date.
- b. If LESSEE fails to surrender the Premises at termination of this Lease, without LESSOR's written consent, LESSEE shall pay over to LESSOR for the 60 day period immediately following said end of Term an amount equal to two times the total Rents payable (as provided in Section 4) by LESSEE to LESSOR during the last Lease Year prior to termination prorated to reflect the actual days LESSEE retains possession of the Premises. Should LESSEE fail to surrender the Premises within this 60 day period, LESSEE (i) shall be liable to LESSOR for any and all damages which LESSOR shall suffer by reason thereof, (ii) shall indemnify LESSOR against all claims and demands made by any succeeding tenants against LESSOR founded upon delay by LESSOR in delivering possession of the Premises to such Succeeding tenant, and (iii) shall pay to LESSOR a Rent equal to two times the total Rent payable by LESSEE to LESSOR during the last Lease Year prior to termination.

18. Surrender at End of Term. At the expiration or termination of the initial term, subsequent renewal term, or earlier termination hereof, LESSEE shall peaceably and quietly leave, surrender and deliver to LESSOR the Premises, together with any buildings, improvements, and fixtures, excluding any personal property of the LESSEE not affixed to the Premises, broom clean, and in thorough repair, good order, and safe condition, reasonable wear and tear excepted. LESSEE shall remove all of LESSEE's non-affixed personal property from the Premises upon termination. If LESSEE fails to remove LESSEE's non-affixed personal property within fifteen (15) days after the date of expiration or earlier termination, such property shall be deemed to have been abandoned without notice to the LESSEE. LESSOR may appropriate, sell, store, destroy, or otherwise dispose of any such abandoned property without notice to the LESSEE and without obligation to account therefor. Further LESSEE shall pay to LESSOR the cost LESSOR incurs in removing, selling, storing, destroying, and disposing of such abandoned property in excess of any value recovered for such property.

19. LESSOR Inspections. LESSEE shall permit LESSOR, its agents, employees, and contractors to enter all parts of the Premises during the LESSEE's business hours to inspect the same and to enforce or carry out any provision of this Lease, including, without limitation, any access necessary for the making of any repairs which are LESSOR's obligation hereunder. Except in case of emergency, LESSOR shall provide LESSEE with reasonable notice of its intent to enter, and such entry shall be reasonably made so as not to unduly interfere with LESSEE's operations. If LESSEE shall not be personally present to open and permit an entry into the Premises at any time when a bona fide emergency exists, LESSOR may enter the same by a master key, or may forcibly enter the same, without rendering LESSOR liable therefor, and without in any manner affecting the obligations and covenants of this Lease.

20. Emergency Use by LESSOR. In the event of a declared emergency, declared by the City Manager, Governor of Florida, or President of the United States, the LESSOR shall have the right to take possession of the entire Lease Premises and all fixtures, equipment and furnishings therein, without prior notice to the LESSEE, for the duration of the emergency. LESSEE's base rent shall be prorated based on the number of days in any given month that the Premises is occupied by the LESSOR on an emergency basis.
21. Business Status. If LESSEE is a corporation, partnership, or limited liability company, LESSEE's status shall continuously be in good standing, active, and current with the state of its incorporation or registration and the State of Florida, and LESSEE shall keep its status active and current throughout the term of the Lease and renewal(s). Failure of the LESSEE to keep its status active and current shall constitute a default.
22. Independent Contractor. LESSEE shall operate the Restaurant as an independent contractor and shall be solely responsible for supervision of its employees, condition of the premises, service of patrons, employment of personnel, obedience to laws and the fulfillments of the requirements of the Lease.
23. Conformance to Laws. LESSEE shall conform to all State and Local Laws or Rules affecting the Premises and shall keep and save the LESSOR harmless from any penalty damages or charges imposed or incurred for any violation of said laws, whether occasioned by the neglect of the LESSEE or any of its agents thereupon and using said Premises, LESSEE shall obtain all necessary licenses to conduct its operation on the Premises, including but not limited to occupational licenses and alcoholic beverages licenses.
24. No Assignment. The Parties understand that LESSOR has awarded this Lease to the LESSEE based on the LESSEE's qualifications and experience, and this Lease may not be assigned without written approval of LESSOR.
25. Construction. This Lease shall not be construed more strictly against one Party or the other as the entity responsible drafting the Lease, it being recognized both of the Parties have contributed substantially and materially to the preparation and negotiation of this Lease.
26. Contract Administration. The City of Port Orange Parks and Recreation Director shall perform administration of this Lease. For notice provisions, see the paragraph below entitled "Notice."

[REMAINDER OF PAGE LEFT BLANK]

27. Notice. For purposes of this Lease, notices shall be sent as follows:

*LESSOR: City of Port Orange
Attention: City Manager
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5501*

*Copy to: City of Port Orange
Attention: Parks and Recreation Director
1000 City Center Circle
Port Orange, Florida 32129
(386) 506-5860*

*LESSEE: Cypress Greens, LLC
Attention: Tom Smith
4256 Cardinal Blvd.
Port Orange, FL 32127
(386)631-5442*

28. Counterparts. This Lease may be executed in one or more counterparts, each of which shall be deemed an original and all which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Lease shall be deemed valid as if an original signature was delivered.

29. Severability. If any portion of any term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent determined by law.

30. No Third Party Beneficiary. Nothing contained in this Lease shall be construed so as to confer upon any other party the rights of a third party beneficiary.

31. Applicable Law. This Lease and the rights and obligations of the Parties hereunder shall be construed in accordance with the laws of the State of Florida without regard to the conflict of law provisions of any jurisdiction. The Parties hereby submits irrevocably to the jurisdiction of the courts located in Volusia County, Florida, and covenant and agree that suit may only be maintained in such jurisdiction.

32. Waiver of Jury Trial. The Parties hereby mutually waive any and all rights which either may have to request a jury trial in any proceeding at law or in equity in any court of competent jurisdiction.

33. Time of Essence. Time is of the essence in each and every instance hereunder with respect to the covenants, undertakings, and conditions to be performed hereunder by LESSEE.

[REMAINDER OF PAGE LEFT BLANK]

IN WITNESS WHEREOF, we have set our hands and seals as of the last date of signature below at Port Orange, Florida.

CITY OF PORT ORANGE

By: _____
Allen Green, Mayor

Dated: _____

Attest: _____
Robin L. Fenwick, CMC, City Clerk

Approved as to Legal Form:

Matthew J. Jones, Assist. City Attorney

Witnesses to the LESSEE:

Printed Name of Witness

Printed Name of Witness

Printed Name of Witness

Printed Name of Witness

Printed Name of Witness

Printed Name of Witness

[CA#4880]

LESSEE: Cypress Greens, LLC
a Florida limited liability company

By: _____

Tom Smith, Manager

Dated: _____

By: _____

Jody Smith, Manager

Dated: _____

By: _____

Jim Brittain, Manager

Dated: _____



Cypress Head Golf Course Kitchen Inventory Inspection

Appliances Equipment

May 27, 2015

Asset #	Serial #	Description	Model #	Location
*	6666920	True refriderator Cooler 2-door (Bar area)		bar area
9401	7502333	True reffridgerator Cooler 3-door (Bar area)		bar area
5879		Drainboard Supermetal (Bar area)		bar area
5880		Bar Sink Supermetal		bar area
5881		Recess Sink Combo Supermetal		bar area
5882		Cocktail Unit Supermetal		bar area
5883		Cocktail Unit Supermetal		bar area
5887		Recess Sink Combo Supermetal		bar area
5889		Drainboard Supermetal (Bar area)		bar area
5894		Slicer (meat & Cheese) Univex Slicer		kitchen
5896	7928979	True Sandwich table (Chef's Table - 5896)		kitchen
5900		Artic Walk in Cooler		kitchen
*	6675967	Double Door Refrigerator True Freezer	T-49F	kitchen
*	DV-1047592HB	Superior - Deep Fryer	LG500	kitchen
*	1306MA0951	Dean Deep Fryer	SR142GP	kitchen
*		Imperial Gas Stove 6 Burner Two oven 1 flat top		kitchen
*		Vulcan - Gas Flame Top Grill		kitchen
*		Superior Blender Mixer		kitchen
*		9354 Hoshizaki Ice Machine		kitchen
*	B51845J	Hoshizaki Ice Maker with Water		entrance to rest.
9504		Hoshizaki Ice Machine		In Cart Barn
*	5292635	True 2 Door Counter High Refrigerator		kitchen
*	7106346	True 2 Door Counter High Refrigerator		kitchen
*	DTC53048L	Advanced curved 3 bend wash station		kitchen
*		Soiled dishes washing station		kitchen
*		Rack Shelf - on Chef's table		kitchen
		Microwave Oven Panasonic		kitchen
*no asset tag				



Cypress Head Golf Course Supplies Inventory

Bar Area

23-Jun-15

Serial #	Quantity	Description		
	1	5" Beverage Glasses		
	6	4" Beverage Glasses		
	14	3.5 Beverage Glasses		
	100	Clear Glass 6" Plates		
	25	3" Beverage Glasses		
	17	4" Mini Bowls white		
	4	Coffee Pots		
	5	Goblet 6" glasses		
	2	Coffee Makers		
	6	Shot Glasses		
	12	Syrup Dispensers		
	90	Stainless Steel Butter Knives		
	71	Stainless Steel Forks		
	36	Stainless Steel Soup Spoons		
	25	Plastic Beverage Pitchers		
	35	Stainless Steel Spoons		
	28	Stainless Steel Sterling Spoons		
	3	Plastic Dishwaster Trays		
	11	Black Coffee Holders		
	7	Bar Stools		
	137	Dining Chairs		
	17	3x3 Brown Dinning Tables		
	9	8ft Tables		
	1	6ft Table		
	2	1/2 - Round Tables		
	14	5ft Round Tables		
	2	42" Sanyo Wall Mount TV		
LUPEQAK2003936	1	53" Vizio Wall Mount TV		
	56	U Shape Wine Glasses 7"		

Cypress Head Golf Course Supplies Inventory - Bar Area page - 2 -

	14	Plastic Pitchers for Beer		
	11	V-Shape Wine Glasses		
	4	QRT Beer Glasses		
	4	Wine Craft Glasses		
	78	Coffee Mug Glasses		
	7	4" Glasses		
	3	Christmas Coffee Glasses		
	11	Stainless Steel Creamer Mugs		
	2	11" Wine Craft		
	3	Large Dishwasher Holders		
	1	Glass Pitcher		
	1	5 piece Wedding Cake Knife Set		
	1	15" Digital Photo Frame		
	1	32" Emerson TV		
	1	Stainless Steel Tea Holder		
	49	Pint Beer Glasses		
	3	Ceiling Fans		
	6	Ceiling Lights - tiffany glass looking		



Cypress Head Golf Course Supplies Inventory

Kitchen Area
23-Jun-15

Serial #	Quantity	Description		
	6	Green handle Fryer Baskets		
	3	Red handle Fryer Baskets		
	6	10 1/2" Frying Pan-Saute Pan		
	1	Shell Fryer Pan		
	1	Round Fryer Pan		
	13	6 1/2" Frying Pan- Saute Pan		
	3	18" Plastic Salad Bowls		
	3	15" Metal Salad Bowls		
	7	4" metal (ss) condiment prep bowl pans		
	8	6" metal (ss) condiment prep bowl pans		
	9	25" Baking Sheets		
	2	Wooden Cutting Boards 11 x 8		
	8	20" Plastic Cutting Boards		
	1	21" Plastic Cutting Boards		
	2	23" Plastic Cutting Boards		
	14	6" Plastic condiment bowl pans		
	21	19"x2"deep metal baking pans		
	20	4" plastic condiment pans		
	14	12"x4" prep-pan Super pan II		
	4	4"x3" plastic condiment pans		
	10	plastic butter dishes		
	3	12oz Measuring Cups		
	14	Rectangle 12"x6" metal prep pan		
	3	18" Salad Bowls		
	1	19"x4" metal Strainer Pan		
	14	Brown Soup Cocks		
	1	9" Round Cake Pan		
	1	6"x12" metal with top holding tray		
	7	12"x18" Baking Pans		

Cypress Head Golf Course Supplies Inventory - Kitchen Area **page - 2 -**

	3	8" Glass Serving Dishes		
	1	metal 9" Cheese Grater		
	5	Metal Cooking Pots (8"9"10"11"12")		
	1	Scale Next Day Gourmet		
	8	9"Wood Salad Bowls		
	1	21" Cooking Pot metal		
	1	15" Cooking Pot metal		
	1	14" Cooking Pot metal		
	1	12" Cooking Pot metal		
	2	10" Cooking Pot metal		
	3	7" Wooden Salad Bowls		
	1	12" Wooden Salad Bowl		
	1	12" Frying Pan		
	1	14" Frying Pan		
	1	18" Strainer metal		
	2	10" Strainer metal		
	1	6" Strainer metal		
	3	4oz Laddles metal		
	6	2oz Laddles metal		
	1	1oz Laddle metal		
	3	16" Tongs metal		
	2	12" Tongs metal		
	3	9" Tongs metal		
	1	7 1/2" Tongs metal		
	1	9" Whisk metal		
	2	13" whisk metal		
	18	3" Ramkin mini bowls - white		
	2	Can Openers metal		
	5	Large Serving Spoons metal		
	2	Slotted Serving Spoons		
	2	10" Large Serving Spoons		
	2	Ice Cream Scoop metal		

Cypress Head Golf Course Supplies Inventory - Kitchen Area page - 3 -

	1	6" Griddle Scraper		
	2	Mini Ice Cream Scoop metal		
	3	6" Flat Spatulas metal		
	1	7 1/2" Flat Spatual metal		
	2	Wooden Serving Spoons		
	6	Metal Lobster/Crab claw openers		
	1	7" metal Ateco cake icing spreader		
	1	8" metal Ateco cake icing spreader		
	2	10" Rubber Basting Brushes		
	1	3" Egg/tomato slicer - plastic white		
	4	4" Rubber Spatulas		
	2	3 1/2" Rubber Spatulas		
	1	2" Rubber Spatula		
	4	3" Pairing Knives		
	1	Small Strainer metal		
	1	7" Tong metal		
	3	12" Bread Knives metal		
	1	12" Knife Sharpener		
	1	2" Basting Brush		
	1	1" Basting Brush		
	1	2" Chopping Knife		
	1	Vegetable peeler plastic		
	1	2" putty knife		
	1	11" Fork plastic		
	1	2" Dipping Bowl		
	3	8" Sarated Knives		
	1	7" Cooking Fork metal		
	1	12" Meat Tenderizer Hammer		
	1	Timer Bell		
	3	9" Chopping Knives		
	1	Tomato/Apple Corer remover		
	1	1t and 1/2 t measuring spoons metal		

Cypress Head Golf Course Supplies Inventory - Kitchen Area **page - 4 -**

	1	5"x20" Food Holder metal		
	10	27" Oval serving Trays Plastic & Cork dark		
	3	16" Round serving Trays plastic & Cork dark		
	1	9" Prep Pot metal		
	1	Waffle Maker		
	1	17" x 25" Baking Pan		



Cypress Head Golf Course Supplies Inventory

Banquet Area

23-Jun-15

Serial #	Quantity	Description		
	125	3" clear Water Glasses		
	60	5" Saucer Plates glass		
	153	3" Small Wine Glasses clear		
	4	13" Black plastic Serving Spoons		
	1	12" Slotted serving Spoon plastic		
	1	10" Serving Spoon		
	175	10" Round Glass Plates White		
	35	15" Oval Glass Plates White		
	137	Spoons stainless steel metal		
	10	6" Salad Bowls clear glass		
	3	8" Salad Bowls clear glass		
	4	10" Salad Bowls clear glass		
	1	9" Salad Bowls clear glass		
	32	7" Plates white glass		
	22	Placecard holders metal		
	1	8" large tea/lemonade clear glass server		
	130	8" Plates white glass		
	25	12" Oval Serving Plates white glass		
	1	10" Salad Bowl clear plastic		
	8	8" Salad Bowls clear plastic		
	6	7" Salad Bowls clear plastic		
	4	7" Round Serving Bowls white glass		
	2	Serving trays plastic & Cork dark		
	1	12" Punch Bowl clear glass		
	2	13" Punch Bowls clear glass		
	1	10" Punch Bowl clear glass		
	1	wicker bread basket 12" x 16"		
	1	wicker bread basket 10" x 13"		
	1	wicker bread basket 8" round		

Cypress Head Golf Course Supplies Inventory Banquet Area

page - 2

	12	gravy boat bowls stainless steel 2 1/2"		
	21	gravy boat bowls stainless steel 3 1/2"		
	120	Forks stainless steel		
	75	4" ramkin white glass bowls		
	3	wire baskets for serving food		
	3	Clam Shell shape salad bowls large		
	10	wicker look bread baskets 10" black plastic		
	2	Tea/Water Server 22" tall metal		
	326	Butter Knives stainless steel		
	35	3" glass salt & pepper shakers		
	3	3" glass sugar holders rectangle small		
	10	14" x 22" x 4" Sterno pans		
	10	14" x 22" x 2" Sterno pans		
	10	Placement markers white glass 4"x2" small		
	2	12oz Squats metal		
	46	Wine glasses 6" clear		
	15	Oval Serving Bowls small metal 4"		
	9	Sterno metal holders 12"x20" racks		
	1	Coleman Cooler pastic 19" x 15"		
	1	Coffee (Bunn) Heater		
	2	Bunn Coffee Makers		
	1	Heat Lamp		
	5	Portable Gas Stoves briefcase size		
	5	Oster Toasters 4 slices metal		
	1	Straw Dispenser		
	50	Juice glasses small clear glass		
	1	Deep Dish heating pan 14"x22"x6"		
	15	Round Wine Chalis 4" clear glass		
	2	Round pastic & cork 6" serving trays		
	72	Wine glasses 6" clear glass		
	1	wicker 12" bread basket		

Cypress Head Golf Course Supplies Inventory Banquet Area

page - 3

	1	wicker 14" bread basket		
	1	wicker 18" bread basket		
	2	Serving trays pastic 11"x16"		
	1	Ceramic 11" x 17" Serving tray		
	1	Metal 12" x 21" Serving Tray		
	72	16oz clear glass Drinking Glasses		
	2	16" Mixing Bowls plastic		
	1	8" Deep Fry Basket		
	15	12oz Clear Glass Beer Mugs		
	7	8" Skillet Pans		
	1	10" Skillet Pan		
	63	5" Steak Knives Black Plastic handle		
	101	Soup Spons stainless steel		
	170	Standard Spoons stainless steel		
	4	Tongs 8 1/2" plastic		
	2	Tongs 10" plastic		
	2	Tongs 9" plastic		
	6	Tongs 7 1/2" metal		
	3	Tongs 8" metal		
	2	Tongs 6" metal		
	1	Tong 9" metal		
	2	Tongs 6 1/2" small metal for lemon slices		
	8	Tongs 6" small metal for lemon slices		
	202	Fork stainless steel		
	83	Tea Spoons stainless steel		
	1	Cake Server 4" metal		
	5	Slotted Serving Spoons 12"		
	8	2oz Laddles plastic		
	1	Laddle 1oz metal		
	9	Serving Spoons 9" metal		
	2	Square 10" Serving Spoon plastic		
	1	Square 9" Serving Spoon plastic		

Cypress Head Golf Course Supplies Inventory Banquet Area

page - 4 -

	1	Spagetti Spatula plastic		
	3	Spoons 13" serving plastic		
	2	Slotted 11" serving Spoons plastic		
	1	Slotted 12" serving spoon metal		
	1	Slotted 13" serving spoon metal		
	2	9" spork serving utinzels		
	10	Sensor Soap Dispensers		
	5	Food Tray Holder metal		
	79	Chairs		
	2	Wooden High Chairs		
	3	Wooden Food Trays Holders		
	1	5' Wood Table		
	35	Wooden Steak Knives		
	8	10" Sonos Speakers		
	1	6" deep metal pan 22 x 20		
	1	3" deep metal pan 22 x 20		
	2	Baking Pans 25" x 17" metal		
	8	Chandelier 4 bulb		
	5	Ceiling Fans - banuget area		
	2	3-panel Black partitions		
	2	4' track lights		
	2	Rolling Table caddies		
	1	Black metal podium		
	1	White wood asile		
	1	2 panel Chalkboard		
	30	Misc. tubs of all seaons decorations		
	2	Igloo Coller 10 x 8 plastic		
	2	Igloo Rolling Cooler 18 x 18		
	5	White Table shams		
	2	Floor Fans metal 2' round		
	31	Dance Floor panels 3 x 3 panels		
	2	Rolling Carts for Dance Floor		
	6	Premier 3 in 1 Airconditioners		

	5	Airconditioning 10' duct hoses plastic		
	1	Arch Decoration		
	1	Portable Pole Linen Steamer		
	3	Christmas Tree stands		
	2	Surge protectors		
	8	25' extension cords		
	2	15" Plant Planters with 2' octoagon stands		
	1	American Flag and Flag Pole		



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Addendum 2 to Kemper Sports Contract

DEPARTMENT: Parks & Recreation

RECOMMENDED MOTION: Move to approve addendum 2 with Kemper Sports Management and authorize the Mayor and City Clerk to execute the appropriate documents.

SUMMARY: This addendum will reflect the changes and reduce the management fee for food and beverage services for the golf course.

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Addendum #2 - Kemper Sports Golf Course Management Agreement	Cypress Head Addendum No. 2 2015.pdf
----	--	--------------------------------------

Lovallo, Susan	Created/Initiated - 08/24/2015
Lovallo, Susan	Approved - 08/27/2015
Jones, Matthew	Approved - 09/02/2015
Riehm, Tracey	Approved - 09/03/2015
Roberts, Margaret	Approved - 09/03/2015
Johansson, M. Jake	Final Approval - 09/04/2015

**CONTRACT ADDENDUM NO. 2 TO AGREEMENT
FOR GOLF COURSE MANAGEMENT SERVICES**

This Addendum No. 2 (hereinafter referred to as the "Contract Addendum") is entered into by and between **KEMPER SPORTS MANAGEMENT, INC.**, whose principal address is 500 Skokie Boulevard, Suite 444, Northbrook, Illinois 60062 (hereinafter referred to as "Contractor"), and **CITY OF PORT ORANGE, FLORIDA**, whose principal address is 1000 City Center Circle, Port Orange, Florida 32129 (hereinafter referred to as "City") (collectively referred to as the "Parties"), and relates to that certain Agreement for Golf Course Management Services between the parties dated September 18, 2012 (hereinafter referred to as "the Agreement").

WITNESSETH:

WHEREAS, the City desires to lease the Cypress Head restaurant and banquet facility to a professional restaurateur; and

WHEREAS, the Contractor has expressly authorized the City to explore all options regarding a potential lease of the restaurant and banquet facility; and

WHEREAS, with the permission of the Contractor, the City has prepared RFP 15-29 in which the City will seek proposals from prospective restaurateurs interested in leasing the restaurant and banquet facility; and

WHEREAS, the Contractor's food and beverage ("F&B") management services, previously bargained for in the Agreement, will no longer be needed if the City successfully secures a restaurateur; and

WHEREAS, the Parties desire to adjust the fixed management fee set forth in the Agreement considering the reduced management responsibilities.

NOW, THEREFORE, in exchange for the mutual covenants contained herein and in the Agreement, the Parties hereto agree as follows:

1. This Contract Addendum expressly modifies the Agreement and in the event of a conflict, the terms and conditions of this Contract Addendum shall prevail. The defined terms used herein shall have the same meaning as defined in the Agreement.
2. Contractor hereby agrees to reduce that portion of its Fixed Management Fee that would otherwise be payable to Contractor in accordance with the terms of Section 3.A of the Agreement by twenty-four percent (24%) beginning November 1, 2015. Said reduction, once implemented, shall remain in effect for the remainder of the Agreement term, and any renewal term thereafter, unless otherwise modified as provided for herein. Upon execution of this Agreement by the Parties, Contractor shall no longer be responsible for the F&B management services as set forth in the Agreement. However, Contractor shall continue to advertise and market the golf course, golf tournaments, and other special events (i.e. weddings, banquets, private parties, etc.) which may include the use of the banquet facility, and shall maintain the master schedule of special events held within the banquet facility for calendaring purposes.
3. The City shall have the option, at its sole discretion, to re-engage the Contractor for F&B management services at the originally agreed upon Fixed Management Fee at any time during the term of the Agreement, upon ten (10) days written notice from the City to the Contractor.

4. Except as otherwise expressly modified herein, the provisions of the Agreement shall remain in full force and effect.
5. This Contract Addendum may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. The delivery by facsimile or e-mail of an executed copy of this Contract Addendum shall be deemed valid as if an original signature was delivered. No contract shall be formed between Contractor and the City until the City signs this Contract Addendum.
6. Each person signing this Contract Addendum warrants that he or she is duly authorized to do so and to bind the respective party to the Contract Addendum.

IN WITNESS WHEREOF, the parties hereto have made and executed this for the purposes herein expressed on the dates set forth below.

Witnesses:

Tracy Tobin
Printed Name: Tracy Tobin

Maggie Linke
Printed Name: MAGGIE LINKE

CONTRACTOR:
KEMPER SPORTS MANAGEMENT, INC.

[Signature]
By: _____
Printed Name: STEVEN K SKINNER
Title: C.E.O.
Date: 8/31/15

Witnesses:

CITY OF PORT ORANGE

Printed Name: _____ By: _____
Allen Green, Mayor

Printed Name: _____ Date: _____

Witnesses:

ATTEST:

Printed Name: _____ By: _____
Robin L. Fenwick, CMC, City Clerk

Printed Name: _____ Date: _____

[CA #4941}



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Change Order #1 with Hall Construction

DEPARTMENT: Parks & Recreation

RECOMMENDED MOTION: Move to approve change order one to Hall Construction for \$66,447 and authorize the Mayor and City Clerk to execute the associated documents.

SUMMARY: The cost for the HVAC upgrades at the Cypress Head Clubhouse are \$66,447. This work is a primary concern for our new tenant and is necessary to adequately cool the dining room.

Project No.: AIO 025 Funding Account No.: 451-0300-579.63-00

ATTACHMENTS:

1.	HVAC Quote	HVACqouteHall.pdf
2.	Change Order No. 1	Change Order No. 1 - Hall Construction.pdf

Lovallo, Susan
Lovallo, Susan
Riehm, Tracey
Roberts, Margaret
Johansson, M. Jake

Created/Initiated - 08/24/2015
Approved - 08/27/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/04/2015



HALL Construction Co., Inc.

902 S. Nova Road

Daytona Beach, FL 32114

(Phone) 386-252-2526

(Fax) 386-252-2806

COST ISSUE / PROPOSAL QUOTATION	NO. 003
--	----------------

PROJECT: Cypress Head Clubhouse Renov. P. O. 070417	PROJECT NO.: 15-028
QUOTE NO.: 003	DATE QUOTED: 09/02/15
TO: City of Port Orange 1000 City Center Circle Port Orange, FL 32129 (Phone)	ARCH. PROJECT NO.: DAYS ALLOWED FOR APPROVAL: EXPIRATION DATE: 09/02/15 REQUESTED EXTENSION OF TIME IN DAYS:

DESCRIPTION:

HVAC upgrade of the banquet room requires the removal of the current AC units, which will be loaded on a COPO vehicle/trailer for removal. Remove bushes & trees around the units, demo the concrete pads, grade & sod the area. New concrete pads formed & poured for the new units, patch holes for old ductwork & cut new openings for the new ductwork. New ductwork will be enclosed in a new soffit around the entire banquet area. New ductwork penetration walls, will on the inside be furred out, insulated covered with new wallboard & finished to match the existing, exterior walls will get lath & stucco then painted. Removal of current electrical & install new wiring, breakers & weatherproof disconnects. Exit sign & speakers on the interior walls will be removed & reinstalled along with new circuits & receptacles on the new walls.

SUBCONTRACTORS / VENDORS	SUB / VENDOR WORK DESCRIPTION	AMOUNT:
All Florida Tree Service	Remove Crepe Myrtles grind stumps	\$600
Jimmie Thompson Masonry	HVAC supply/return openings	\$1,750
Paul's Electric	Electrical/fire alarm	\$4,430
D.G. Meyer	HVAC systems	\$34,790
Custom Construction Solutions	Concrete pads	\$960
A & W Construction Services, Inc.	Drywall/Framing/Insulation	\$12,831
HALL Construction Co., Inc.	Site work/Equipment	\$1,747
HALL Construction Co., Inc.	Supervision	\$1,056
SELF PERFORMED WORK		

APPROVAL	SUBTOTAL:	\$58,164
ARCH: _____	FEE PERCENT: 12%	\$6,980
DATE: _____		\$65,144
OWNER: _____	INSUR. & BOND: 2%	\$1,303
DATE: _____	TOTAL REQUEST AMOUNT:	\$66,447

DISTRIBUTION	HALL CONSTRUCTION CO., INC.
	Signed By: _____ Lance A. Hall, President
	Date: 9/2/15

CHANGE ORDER NO. 1
To AIA Agreement dated August 4, 2015
HALL CONSTRUCTION CO. INC., Contractor

Project: Bid No. 15-28 Cypress Head Clubhouse Renovations

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$130,768.00	Original Contract Times Substantial Completion: 45 days Final Completion 75 days
Net changes from previous Change Order: \$0.00	Changes in contract time from previous Change Orders: 0 days
Contract Price prior to this Change Order: \$130,768.00	Contract Completion Date prior to this Change Order: Final Completion: November 15, 2015 date
Net Increase (decrease) of this Change Order No. 1: \$66,447.00	Changes in contract time requested this Change Order No. 1: (Requires Council Approval) 0 days
Contract Price with all approved Change Orders: \$197,215.00	Contract Times with all approved Change Orders: Final Completion: November 15, 2015 date

CHANGES ORDERED:

- I. **GENERAL:** This Change Order is necessary to cover changes in the work to be performed under the AIA Agreement entered into by and between the parties on August 4, 2015.
- II. **REQUIRED CHANGES:** To provide for an HVAC system for the banquet room of the Cypress Head Clubhouse. No goods shall be delivered nor services commenced hereunder until this Change Order has been fully executed by all parties.
- III. **JUSTIFICATION:**
Changes in scope require Council approval. Is this a scope change? Yes.
- IV. **PAYMENT:** Payment for this Change Order shall be made in accordance with the terms of the AIA Agreement subject to a limit up to but not to exceed \$66,447.00. All payments shall be governed by the Local Government Prompt Payment Act as set forth in Florida Statutes Section 218.70 through 218.79, as amended.

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order;

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein;

The prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding; and,

The change in price and/or delivery date described is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

RECOMMENDED BY:
SUSAN LOVALLO
Department Project Manager

ACCEPTED BY:
HALL CONSTRUCTION Co. INC.
Contractor

By: _____
Susan Lovallo
Parks and Recreation Director

By: _____
Lance A. Hall
President

Date Signed: _____

Date Signed: _____

RECOMMENDED BY:

City's Representative

RECOMMENDED BY:

Engineer of Record

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

Date Signed: _____

Date Signed: _____

APPROVED BY:
CITY OF PORT ORANGE
Department Head

By: _____
Susan Lovallo
Parks and Recreation Director

Date Signed: _____

City Manager

By: _____
M. H. Johansson
City Manager

Date Signed: _____

If Council approval is required:

Affirmed:

By: _____
Allen Green
Mayor

Robin L. Fenwick, CMC, City Clerk

Date Signed: _____

Date Signed: _____



HALL Construction Co., Inc.

902 S. Nova Road

Daytona Beach, FL 32114

(Phone) 386-252-2526

(Fax) 386-252-2806

COST ISSUE / PROPOSAL QUOTATION	NO. 003
--	-------------------------------------

PROJECT: Cypress Head Clubhouse Renov. P. O. 070417 QUOTE NO.: 003 DATE QUOTED: 09/02/15	PROJECT NO.: 15-028 ARCH. PROJECT NO.: DAYS ALLOWED FOR APPROVAL: EXPIRATION DATE: 09/02/15 REQUESTED EXTENSION OF TIME IN DAYS:
TO: City of Port Orange 1000 City Center Circle Port Orange, FL 32129 (Phone)	
DESCRIPTION: HVAC upgrade of the banquet room requires the removal of the current AC units, which will be loaded on a COPO vehicle/trailer for removal. Remove bushes & trees around the units, demo the concrete pads, grade & sod the area. New concrete pads formed & poured for the new units, patch holes for old ductwork & cut new openings for the new ductwork. New ductwork will be enclosed in a new soffit around the entire banquet area. New ductwork penetration walls, will on the inside be furred out, insulated covered with new wallboard & finished to match the existing, exterior walls will get lath & stucco then painted. Removal of current electrical & install new wiring, breakers & weatherproof disconnects. Exit sign & speakers on the interior walls will be removed & reinstalled along with new circuits & receptacles on the new walls.	

SUBCONTRACTORS / VENDORS	SUB / VENDOR WORK DESCRIPTION	AMOUNT:
All Florida Tree Service	Remove Crepe Myrtles grind stumps	\$800
Jimmie Thompson Masonry	HVAC supply/return openings	\$1,750
Paul's Electric	Electrical/fire alarm	\$4,430
D.G. Meyer	HVAC systems	\$34,790
Custom Construction Solutions	Concrete pads	\$960
A & W Construction Services, Inc.	Drywall/Framing/Insulation	\$12,831
 HALL Construction Co., Inc.	 Site work/Equipment	 \$1,747
HALL Construction Co., Inc.	Supervision	\$1,056
SELF PERFORMED WORK		

APPROVAL ARCH: _____ DATE: _____ OWNER: _____ DATE: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 60%;">SUBTOTAL:</td> <td style="width: 40%; text-align: right;">\$58,164</td> </tr> <tr> <td style="border: 1px solid black;">FEE PERCENT: 12%</td> <td style="text-align: right;">\$6,980</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="text-align: right;">\$65,144</td> </tr> <tr> <td style="border: 1px solid black;">INSUR. & BOND: 2%</td> <td style="text-align: right;">\$1,303</td> </tr> <tr> <td style="border: 1px solid black;">TOTAL REQUEST AMOUNT:</td> <td style="text-align: right;">\$66,447</td> </tr> </table>	SUBTOTAL:	\$58,164	FEE PERCENT: 12%	\$6,980		\$65,144	INSUR. & BOND: 2%	\$1,303	TOTAL REQUEST AMOUNT:	\$66,447
SUBTOTAL:	\$58,164										
FEE PERCENT: 12%	\$6,980										
	\$65,144										
INSUR. & BOND: 2%	\$1,303										
TOTAL REQUEST AMOUNT:	\$66,447										
DISTRIBUTION	HALL CONSTRUCTION CO., INC. Signed By: _____ Lance A. Hall, President Date: 9/2/15										



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 09/09/2015

Consent item: No

SUBJECT: Surcharge, Annual Passes, 20-Year Forecast

DEPARTMENT: Parks & Recreation

RECOMMENDED MOTION: Provide direction on the sale of annual passes and surcharge fees.

SUMMARY: The attached report was presented to the golf board for consideration. Staff is taking this opportunity to present the results of the analysis to Council as well. The study includes information on annual passes, surcharge fees and a 20-year forecast.

Staff requests discussion of Council on the annual passes and surcharge so that the City can coordinate the implementation of these items before the course re-opens (should Council so choose).

Project	Funding Account
No.:	No.:

ATTACHMENTS:

1.	Golf Course Revenue and Pass Analysis	Report.docx
----	---------------------------------------	-------------

Fenwick, Robin
Lovallo, Susan
Riehm, Tracey
Johansson, M. Jake

Created/Initiated - 09/03/2015
Approved - 09/03/2015
Approved - 09/03/2015
Final Approval - 09/03/2015



Municipal Golf Course Surcharges and Annual Pass Analysis

DRAFT September 9, 2015

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Executive Summary

The purpose of this study is twofold. The first is to research the history of the surcharge at the Cypress Head Golf Course and recommended changes if necessary. The second is to analyze the impact of selling annual passes to the general public. In addition to these items, staff has included a 20-year forecast of golf operations so that City administration and elected officials can better anticipate long-term trends.

This report is separated into the following subject areas

1. Executive Summary,
2. Methodology,
3. Surcharge Discussion,
4. Annual Pass Discussion,
5. 20-Year Forecast, and
6. Conclusion

We have provided a summary of recommendations for each of these sections in Attachment A at the end of this document.

Methodology

Staff employed a number of tools in obtaining information and producing recommendations. Data gathering and analytical tools included:

- Document Review
 - Staff reviewed budgets, Consolidated Annual Financial Reports (CAFR), golf economic reports and other related documents.
- Interviews
 - Staff interviewed city managers, golf contract managers, finance staff and golf management companies in order to obtain a deeper understanding of the industry especially as it relates to municipal courses.
- Financial Analysis
 - Staff reviewed the most recent financial information to help inform future forecasts.
- Peer Comparison
 - Staff compared peer cities for comparative purposes. These cities include:
 - Belle Glade (SugarCane Golf Club)
 - Delray Beach (Lakeview and Municipal Golf Clubs)
 - New Smyrna Beach (Municipal Golf Course), and
 - Ormond Beach (River Bend Golf Course)
 - Pompano Beach, and
 - West Palm Beach

Surcharge Discussion

The City of Port Orange currently charges a, "\$1.00 surcharge for each 9 hole round of golf played." This is stated in the City's Resolution 12-44 establishing the most recent fees related to the municipal course adopted on August 28, 2012. In addition, the resolution adds that, "Fifty percent of the surcharge shall be earmarked for capital, renewal and replacement."

While there is no more detail in the resolution on how the money is to be spent, Council had a discussion on August 28, 2001 and indicated they would support the \$2 fee, "if part of that goes to upkeep." "Upkeep" was mentioned in that discussion as relating to the clubhouse. Neither of these descriptions is very detailed and each could be interpreted differently.

Lately there has been some confusion on the original intent of the surcharge and the two paragraphs above may be the cause of this problem.

The \$1.00 surcharge for each 9 holes played is charged to every round of golf. This is supported both by a Council discussion on July 28, 2001 and in the most recent resolution establishing fees for the golf course. However, "GolfNow" gets four rounds per day for a discounted rate in addition to not having to pay a surcharge. This is in exchange for using their system to book tee times. The maximum potential revenue loss based on this is \$2,912 annually.

Staff compared Port Orange to six other municipal golf course operations and Port Orange was the only operation to charge a surcharge on top of regular fees. Table 1 below illustrates this analysis.

Table 1. Peer Comparison of Golf Course Surcharges

City	Surcharge
Belle Glade (Sugar Cane Golf Club)	No
Delray Beach (Lakeview Golf Club and Municipal golf Club)	No
New Smyrna (Municipal Golf Course)	No
Ormond Beach (River Bend)	No
Pompano Beach	No
Port Orange	Yes, \$1 Surcharge for each 9 hole round (50% of which goes to capital, renewal and replacement).
West Palm Beach	No

During interviews with other cities, Pompano Beach indicated they were thinking about either raising rates or imposing a surcharge in the coming year in order to keep up with expenses. However, they are inclined to raise rates instead of implementing a surcharge, which may be confusing to some customers and stakeholders.

While discussing the possible recommendation of eliminating the surcharge and rolling it into greens fees, stakeholders identified a number of issues that would need to be addressed in order to ensure revenue was not reduced further. Because of this, and despite Port Orange being the only course in the analysis to implement a surcharge, staff's recommendation is to keep the surcharge, but make other changes that will clarify how the City can use the money.

Recommendation 1. Adopt a resolution indicating that 50% of the surcharge must be used for capital or debt service related to the golf course.

In addition to this, the most recent audit of Port Orange financials indicated that the definition of capital in the golf course enterprise fund was different than that of the City's. In order to further reduce confusion, the City should change the definition of capital expenditures for the golf course fund.

Recommendation 2. Change the definition of capital expenditures in the golf course fund to match the description of capital for the rest of the City.

Some members of the community are concerned that the surcharge earmarked for upkeep could help refurbish the golf course every 25 years and that the use of this money for smaller items does not allow for this to occur. It is accurate that the City could earmark these revenues for the sole purpose of refurbishing the course every 25 years, however at the current number of rounds played and revenue received it would take approximately 66 years to accrue enough revenue to refurbish the golf course (see Table 2).

Table 2. Golf Course Refurbishment Schedule Using Only Surcharge Revenue

	2014 Revenue	25 year schedule
Surcharge Revenue	\$38,076	\$100,000
Half of the Surcharge Revenue	\$19,038	\$50,000
Cost of refurbishment (today) ¹	\$1,250,000	\$1,250,000
Years needed to obtain revenue	66	25

¹ The cost of refurbishment is in today's dollars. In 25 years, the cost of refurbishing the golf course is likely to be much higher.

The forecast of revenue collected in Table 2 assumes no increase in the surcharge. If the City wanted to collect enough money in surcharge revenues to pay for golf course refurbishment within 25 years, it would need to either increase the number of rounds played annually or the surcharge fee by 163%

Annual Pass Discussion

Both Kemper Sports Management and interested residents at Cypress Head have completed analyses of annual passes at Cypress Head Golf Course. City staff had completed its own analysis as well.

The City conducted an input session with Kemper and the residents who put together their own analysis to go over the impact of selling annual passes. This meeting was integral in obtaining a good forecast of the possibilities. During this meeting, the stakeholders involved agreed with the basic assumptions and results of the analysis.

In order to forecast the net revenue effect of selling annual passes it is helpful to understand the behavior of people who have an annual pass versus purchasing individual rounds of golf. Fortunately, there are currently 53 active Founders pass-holders at Cypress Head. This population gives staff an insight into annual pass behavior.

It is important to mention that while we are using the Founders pass-holders as a baseline for golfing behavior, the intent of this analysis is not to in any way change the Founders Passes. Rather it is to analyze the impact of offering annual passes to the general public.

The goal of this analysis therefore is to determine the revenue the City would have received had the Founders pass-holders played as “non-members” versus how much revenue the city might receive if we sold the same number of annual passes.

In order to determine the amount of revenue the City would receive if the pass-holders play as “non-members” we looked at the average rounds played over the last three years and the proposed fees (i.e., greens, golf carts, trail fee, surcharge, etc.). We have included this detail in Tables 3-5 below.

Table 3. 3-Year Average of Rounds Played by Founders Pass Holders

Time	Off Season	Shoulder	In Season	Total
7 - 10 am	2,233	879	1,918	5,029
10 - 12 pm	159	71	213	443
12 - close	246	178	379	803
Total	2,638	1,127	2,509	6,275

Note: There are currently 53 active founder's passes. The average number of rounds played per golfer is 118 rounds per year.

Table 4. Preliminary Estimates of 2016 Greens Fees (Including Surcharge)

Time	Off Season	Shoulder	In Season
7 - 10 am	\$16.00	\$23.00	\$30.00
10 - 12 pm	\$13.00	\$19.00	\$25.00
12 - close	\$10.00	\$13.00	\$17.00

Table 5. Preliminary Estimate of 2016 Greens Fees Plus Cart/Trail Fee (Including Surcharge)

Time	Off Season	Shoulder	In Season
7 - 10 am	\$31.00	\$38.00	\$45.00
10 - 12 pm	\$28.00	\$34.00	\$40.00
12 - close	\$25.00	\$28.00	\$32.00

Note: Includes \$15 cart/trail fee

Using the information in Tables 3-5, staff calculated the revenue the City would have received if the Founders pass-holders had played at market rates during the same time they played as “members” (using proposed 2016 prices). Table 6 details the results of this calculation.

Table 6. Revenue if Founders Pass Holders Played as Non-Members

Time	Off Season	Shoulder	In Season	Total
7 - 10 am	\$67,548	\$32,730	\$84,857	\$185,135
10 - 12 pm	\$4,333	\$2,350	\$8,360	\$15,043
12 - close	\$5,974	\$4,851	\$11,833	\$22,657
Total	\$77,855	\$39,931	\$105,050	\$222,835

Note: This calculation assumes 53 golfers playing 6,275 rounds of golf (see Table 2). It also assumes that 95% of rounds played will include golf cart or trail fees of \$15.

As Table 6 indicates, if Founders pass-holders played at city resident rates under the same economic behavior conditions, the City might expect to see annual revenue from those golfers of almost \$223,000. This amount could be considered a generous forecast because staff has assumed golfers would play 118 rounds regardless of whether or not they were members.

In reality, non-members would probably play less rounds and therefore the course would see less revenue in Table 6.

The next step in our analysis is to compare how much revenue the City might expect if the same number of people purchased annual passes.

When City staff, interested residents and Kemper met to discuss these issues, Kemper proposed annual pass rates as follows in Table 7.

Table 7. 2016 Proposed Annual Pass Rates

Annual Pass Type	Annual Cost
Family Memberships With Trail Fee	\$3,995
Family Memberships Without Trail Fee	\$2,795
Single Memberships With Trail Fee	\$2,995
Single Memberships Without Trail Fee	\$1,795

These rates are competitive when compared to other golf course annual pricing. The information from other courses in Tables 8-11 was produced by Kemper Sports in their report dated January 11, 2015.

Table 8. Comparison of Proposed Single Annual Pass Without Trail Fee

Single Annual Pass Without Trail Fees	
Course	Annual Pass
LPGA	3,048
Spruce Creek	2,820
Crane Lakes	2,300
Pelican Bay	2,100
Turnbull Bay	1,900
Halifax Plantation	1,875
Cypress Head	1,795
Indigo Lakes	1,670
Riverbend	1,600
Tomoka Oaks	1,392
New Smyrna Beach	1,278
Hidden Lakes	1,275
Daytona Beach	1,200
Daytona Beach	780

Table 9. Comparison of Proposed Single Annual Pass With Trail Fee

Single Annual Pass With Trail Fees	
Course	Annual Pass
Spruce Creek	4,320
LPGA	4,218
Turnbull Bay	3,400
Indigo Lakes	3,320
Halifax Plantation	3,279
Pelican Bay	3,200
Riverbend	3,200
Cypress Head	2,995
Crane Lakes	2,800
Hidden Lakes	2,725
New Smyrna Beach	2,715
Tomoka Oaks	2,592
Daytona Beach	2,136
Daytona Beach	1,580

Table 10. Comparison of Proposed Family Annual Pass Without Trail Fee

Family Annual Pass Without Trail Fees	
Course	Annual Pass
Spruce Creek	3,840
LPGA	3,648
Pelican Bay	3,200
Crane Lakes	3,100
Indigo Lakes	2,800
Cypress Head	2,795
Halifax Plantation	2,700
Riverbend	2,640
Turnbull Bay	2,300
New Smyrna Beach	1,917
Hidden Lakes	1,890
Tomoka Oaks	1,800
Daytona Beach	1,800
Daytona Beach	1,110

Table 11. Comparison of Proposed Family Annual Pass With Trail Fee

Family Annual Pass With Trail Fees	
Course	Annual Pass
Spruce Creek	5,844
LPGA	5,319
Indigo Lakes	5,000
Pelican Bay	5,000
Halifax Plantation	4,705
Turnbull Bay	4,300
Riverbend	4,240
Hidden Lakes	4,040
Cypress Head	3,995
New Smyrna Beach	3,940
Crane Lakes	3,600
Daytona Beach	3,137
Tomoka Oaks	3,000
Daytona Beach	2,310

Using the proposed annual pass rates, staff calculated potential revenue for 53 members (the same number of players used to calculate revenue for people playing at normal rates). The result of this analysis is illustrated in Table 12 and the underlying assumptions are included in the caption below the table.

Table 12. Membership Revenue Forecast for 53 Members

Membership Type	Members ¹	Annual Cost	Membership Revenue	Rounds Played ²	Surcharge Revenue	Golf Cart Fees ³	Revenue
Family With Trail Fee	9	\$3,995	\$35,955	1,062	\$2,124	\$0	\$38,079
Family Without Trail Fee	25	\$2,795	\$69,875	2,950	\$5,900	\$42,038	\$117,813
Single With Trail Fee	5	\$2,995	\$14,975	590	\$1,180	\$0	\$16,155
Single Without Trail Fee	14	\$1,795	\$25,130	1,652	\$3,304	\$23,541	\$51,975
Total	53		\$145,935	6,254	\$12,508	\$65,579	\$224,022

¹ Assumes 65% of members will purchase family memberships and 35% will purchase single memberships based on current split in Founders Passes. Also assumes that 25% of members will purchase a trail fee and 75% will not.

² Rounds played is based on the average number of rounds played annually by current founders pass members.

³ Based on the assumption that members who did not purchase a trail fee will rent a golf cart 95% of the time.

Using the assumptions included in this analysis, the City might expect to see an additional \$1,187 in revenue for every 53 annual memberships purchased. This amount is the revenue in Table 12 less the revenue in Table 6. This result assumes that all new memberships are purchased by current regular Cypress Head golfers. Should the City be able to attract new golfers via a membership program, expected revenue would increase.

Also, as described above, there is a strong possibility that revenue realized by “non-pass-holders” would be lower due to the fact that they may play fewer rounds. If revenue under that scenario is lower, the net revenue if these same people had become annual pass-holders would be higher.

An additional benefit to having annual pass-holders is that the revenue is pre-paid. Regardless of how rainy the season is, the revenue is still realized in a membership program. Conversely, those paying per round may play less if there is less opportunity due to weather and thus a decline in revenue.

Recommendation 3. Offer annual passes at the proposed amounts included in this study.

If the City offers annual passes as recommended, it will need to adopt a new resolution raising the maximum amounts that the City can charge for passes. The proposed annual pass prices exceed maximums allowed by current resolution. In addition, according to the current City ordinances,

annual passes can only be sold in the month of October. This significantly limits the ability of the City to offer this option. The current course renovation will not be completed until November 2015 and the opportunity to offer annual memberships will have passed by the time the course reopens.

Recommendation 4. Adopt a new ordinance increasing maximum prices for annual passes and allow them to be sold at any time.

In addition to the recommendations above, the City may wish to adopt a fee resolution that indicates that fees can increase by a set percentage each year (with some limitations). In this manner the City can make changes to fee amounts more easily if necessary. This does not preclude City Council from being the final decision-makers on changing revenue annually.

In some of our interviews with stakeholders, Founders pass-holders were worried that creating an annual pass option would devalue their passes. Founders passes are attached to deeds in homes within the Cypress Head Community. These pass-holders currently pay \$1,147.37 per year for a single pass and \$1,608.49 per year for a double pass. Note that while this is the annual amount, the fiscal year 2015-16 amount will be slightly cheaper due to the golf course renovation keeping the course closed for the first month of the fiscal year (\$1,051.82 for a single and \$1,474.44 for a double).

The creation of annual passes at the amounts suggested in this report would cost more than the Founders passes and therefore not significantly devalue them. In order to further protect the remaining Founders passes, the City could agree to increase Founders passes at a slower rate than annual passes.

20-Year Forecast

As part of this analysis staff completed a 20-year forecast for different golf course scenarios. Long term forecasts are an important tool in aiding long term planning. However, as with any financial forecast, the longer the period in the forecast, the less accurate it may turn out to be in the future.

Forecasts are dependent on historical actuals and current knowledge of possible future events. In our baseline forecast we included the following assumptions:

1. 2016 includes 11 months of revenues and expenses due to the golf course reopening one month after the beginning of the fiscal year.
2. In 2016, \$57,390 will be needed as a loan from the loan pool for operating deficit.
3. The City will start repaying its operating loan of \$57,390 in 2017 at a rate of 11,478 per year and finish repaying this amount in 2021.
4. The Golf Fund will restart repaying its loan to the water/sewer fund at the rate it was formerly paying this debt (\$178,000 annually). At this rate the golf fund would finish repaying the loan in 2024.
5. The Golf Fund will start paying off its loan to the revolving loan fund of \$1,250,000 at a rate of \$50,000 per year. At this rate it will finish repaying the loan in 25 years when the course may need refurbishment again.
6. The City will see an additional 1% in revenue in 2017 due to relatively new course and slight improvement in the economy.
7. The City will see no change in revenue between 2017 and 2021 due to a combination a slightly improving economy and a continuing decline in the golf industry.
8. An annual 2% increase in revenue starting in 2022 due to the closure of other golf courses in the geographic area and more golfers playing at Cypress Head.
9. An average increase in costs of 3% annually.

This forecast is somewhat optimistic because the golf course revenue has declined on average of 2% over the last six years. However, given these assumptions the City can expect to lose almost \$8 million over the next 20 years. The average annual budget based on these assumptions is illustrated below in Table 13.

Table 13. Average Annual Budget In Baseline 20-Year Forecast

	20-Year Average
Revenues	1,375,957
Expenses	1,643,750
Loan Repayment to Water/Sewer	77,953
Loan Repayment to Loan Fund	52,870
Total Expenses	1,774,573
Revenues Over/Under Expenses	(398,615)

Staff forecasted different scenarios to determine what fee increases would help the golf fund break even. The second scenario included an annual 2% increase in fees starting in 2017. In this forecast, the City would expect to lose approximately \$1.75 million over the 20-year period. The average annual budget in this forecast is included below in Table 14.

Table 14. Average Annual Budget in Baseline Plus 2% Increase in Fees Annually

	20-Year Average
Revenues	1,686,977
Expenses	1,643,750
Loan Repayment to Water/Sewer	77,953
Loan Repayment to Loan Fund	52,870
Total Expenses	1,774,573
Revenues Over/Under Expenses	(87,596)

In the next forecast scenario staff identified a stable annual increase in revenues that would produce a break-even amount during the entire 20-year forecast. In order to break even during the forecast period the City could increase fees by 2.5% annually every year. While the City would lose about \$230,000 per year at the beginning of the forecast period, it would net about \$395,000 in 2035. The overall net balance after 20 years would be a gain of \$57,663. The average annual budget in this forecast is included in Table 15 below.

Table 15. Average Annual Budget in Baseline Plus 2.5% Increase in Fees Annually

	20-Year Average
Revenues	1,777,456
Expenses	1,643,750
Loan Repayment to Water/Sewer	77,953
Loan Repayment to Loan Fund	52,870
Total Expenses	1,774,573
Revenues Over/Under Expenses	2,883

As stated previously, all forecasts assume the Golf Course will repay all loans to other city funds. If the City forgave all loans to the golf fund, revenues would not have to be increased as much as indicated to break even.

If the City wanted to implement a 2.5% increase in fees each year for 20 years, it would have to subscribe to this option and repay operating loans when a surplus begins around 2025.

Recommendation 5. Adopt a long-term revenue strategy that leads to a break-even scenario for the golf course.

If the City does not want to implement Recommendation number 5, there are other options the City can consider including:

1. Identify the golf course as a community benefit and consciously subsidize operations without raising rates to the amount needed to break even.
2. Eliminate the golf course in 2022 and repurpose the land as an open space that will not significantly devalue surrounding property.

Conclusion

Based on the analysis included in this study, the City has the opportunity to simplify the guidance on the use of the current surcharge to avoid future confusion. In addition, the City can create an annual pass program without giving up needed revenue. This option could be attractive to other golfers not currently playing at Cypress Head and might have the ability to slightly increase revenue.

The 20-year forecast provided indicates that moderate increases in fees annually could help the course break even. Without increases in fees the City would need to decide whether to stay in the golf business or if it wants to subsidize this activity.

While this 20-year forecast seems hopeful, the golf industry in the United States has seen continued decline over at least the last 6 years. In 2010 the National Golf Foundation published a study forecasting rounds played between 2010 and 2020 would increase by 15%. However, Cypress Head has seen a decline in rounds played during this time-frame.

In December 2014 the “Economist” published an article on the state of the golf industry. It indicated that even with the advent of Frisbee golf and foot golf, the industry is still in decline and there is no data on the horizon indicating that golf will see a resurgence in the near future.

Attachment A – List of Recommendations

Recommendation 1. Adopt a resolution indicating that 50% of the surcharge must be used for capital or debt service related to the golf course.

Recommendation 2. Change the definition of capital expenditures in the golf course fund to match the description of capital for the rest of the City.

Recommendation 3. Offer annual passes at the proposed amounts included in this study.

Recommendation 4. Adopt a new ordinance increasing maximum prices for annual passes and allow them to be sold at any time.

Recommendation 5. Adopt a long-term revenue strategy that leads to a break-even scenario for the golf course.

